Rare Book and Manuscript Library

Quarterly Report, April - June 1985
and Summary for 1984 - 1985

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Gifts in kind for 1984/1985 totaled $1,012,071.23 in appraised and estimated value. This marks the first year in the Library's history that annual gifts have exceeded one million dollars. Slightly more than half the total, $511,768.33, represented gifts in kind from individual Friends of the Libraries. The landmark value of this year's gifts, a 100 percent increase over the previous year, perhaps reflects the enthusiasm and regard that donors have felt for the new Library and its more visible exhibition program and its improved service to researchers and scholars. During the final quarter of 1984/1985 there were 44 separate donations comprising 2,784 volumes and 340,015 manuscript items, the latter being a record for a three-month period; the value of gifts for the period stood at $359,693, of which $119,078 represented gifts from Friends. For the entire year 220 separate donations were recorded; these comprised 8,674 volumes and 458,257 manuscript items. These figures do not include gifts to the Bakhmeteff Archive, Columbiana Library, or Lehman Papers.

The final quarter has been a period of extraordinary acquisitions activity. Foremost among the gifts was the library of Frederic Dannay, co-author and co-creator of the Ellery Queen books, presented by his sons Richard and Douglas Dannay; the 2,564 titles (in 2,681 volumes), primarily in the field of detective literature, enhance with considerable distinction our holdings of first and rare editions in this genre. Received and processed were eight major collections of papers -- those of the biochemist and Columbia professor David Nachmansohn, the collector and publisher George Arthur Plimpton, the diplomat Francis T. P. Plimpton, the literary agent Georges Borchardt, the James Joyce authority Nathan Halper, the biographer William A. Swanberg, the Nuremberg Trials lawyer Peter H. Miller, and the composer Jerome Moross. In addition, Mr. and Mrs. Sam Schaefler donated a collection of 10,000 bookplates, ranging from the sixteenth through the twentieth centuries; and Thomas L. Chrystie presented a group of six oil portraits of family ancestors, all of whom had connections with the University during the late

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Sapir & Fagan

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COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year ending 30 June 1985

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.	5,460,985
Number of current serials, including periodicals received	62,295
Microfilms (reels)	161,854
Microtext (physical units, excluding microfilms	3,055,972
Total microform units	3,220,826

Processing

Volumes added to collections (gross)	114,070
Volumes withdrawn from collections	30,343
Volumes added to collections (net)	83,979
Periodical titles added (gross)	1,841
Other serial titles added (gross)	365
Serial and periodical titles discontinued	1,046
Volumes bound (commercial only)	48,808
Catalog cards produced**	676,746

Staff

Number of professional staff (FTE)*	133
Full time supporting & regular part-time supporting & supervisory staff (FTE)	280
Student assistants (FTE)	140
TOTAL	553

Circulation

Loans to individuals	976,834
Loans to Columbia libraries	18,010
Loans to non-Columbia libraries, including affiliates	22,463
TOTAL CIRCULATION	1,017,307

Expenditures

Salaries and wages	$ 9,195,626
Fringe benefits	2,120,708
Books, journals, and materials	4,260,392
Binding (commercial only)	392,850
Other operating expenses	2,370,387
TOTAL	$18,339,963

* Includes several professional positions other than librarians.
** Does not include Law.

CIRCULATION
1984/85

DIVISION	CIRCULATION	RESERVE CIRCULATION	TOTAL
H&H			
Burgess	43,735	n/a	43,735
Butler Circulation	186,824	n/a	186,824
College/Philosophy	7,210	149,099	156,309
Library Service	6,577	18,900	25,477
Microform Reading Room	n/a	45,563	45,563
Music	12,225	30,238	42,463
Paterno	1,800	n/a	1,800
Reference	n/a	9,287	9,287
TOTAL	258,371	253,087	511,458
Science			
Biology	2,566	11,895	14,461
Chemistry	3,415	5,478	8,893
Engineering	20,558	17,774	38,332
Geology	1,760	1,784	3,544
Geoscience	2,063	105	2,168
Math	9,026	5,097	14,123
Physics	4,593	4,826	9,419
Psychology	6,456	17,341	23,797
TOTAL	50,437	64,300	114,737
Social Science			
Business	23,004	59,875	82,879
Journalism	771	7,628	8,399
Lehman/Social Work	63,294	23,118	86,412
TOTAL	87,069	90,621	177,690
Distinctive Collections			
Avery	31,885	33,976	65,861
East Asian	28,587	27,099	55,686
Health Sciences	35,067	40,567	75,634
Law	16,799	13,819	30,618
Rare Books	n/a	n/a	n/a
Total	112,338	115,461	227,799
GRAND TOTAL	508,215	468,619	976,834

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1984 TO JUNE 30, 1985

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1984	Total Added	Total Withdrawn	Net Change	June 30, 1985
Humanities and History Division					
Butler Library					
Central Stacks*	1,505,402	19,033	4,059	14,974	1,520.376
Graphic Arts Collection	14,153	157	-0-	157	14,310
Instructional Library					
Burgess-Carpenter Library	155,799	7,014	3,693	3,321	159,120
College Library	52,381	47	3,858	(3,811)	48,570
Philosophy Library	13,658	1,185	-0-	1,185	14,843
Library Service Library	98,035	1,902	13	1,889	99,924
Music Library	54,997	676	62	614	55,611
Paterno Library	20,320	264	2	262	20,582
Reference Collection	40,536	1,352	400	952	41,488
Microform R.R.	59	36	-0-	36	95
TOTAL: HUMANITIES & HISTORY DIV.	1,955,340	31,666	12,087	19,579	1,974,919
Science and Engineering Division					
Biological Sciences Library	42,250	1,035	368	667	42,917
Chemistry Library	37,499	1,163	1,492	(329)	37,170
Engineering Library	179,367	2,895	169	2,726	182,093
Geology Library	82,543	1,376	68	1,248	83,791
Geoscience (Lamont) Library	22,219	910	-0-	910	23,129
Mathematics Library	26,795	401	13	388	27,183
Physics Library	25,356	765	609	156	25,512
Psychology Library	28,349	698	268	430	28,779
Science Library	71,508	459	2	457	71,965
TOTAL: SCIENCE & ENGINEERING DIV.	515,886	9,642	2,989	6,653	522,539
Social Science Division					
Business Library	340,972	4,168	924	3,244	344,216
Documents Service Center	59,944	14,646	10,335	4,311	64,255
Journalism Library	14,362	158	127	31	14,393
Lehman Library	207,271	10,078	289	9.789	217,060
Social Work Library	122,441	1,894	2	1,855	124,296
TOTAL: SOCIAL SCIENCE DIVISION	744,990	30,944	19,230	19,230	764,220
Distinctive Collections					
Avery Library	129,456	3,007	137	2,870	132,326
Fine Arts Library	76,969	1,562	199	1,363	78,332
Ware Library	8,534	230	-0-	230	8,764
East Asian Library	467,307	11,028	330	10,698	478,005
Health Sciences Library	388,888	9,453	1,429	8,024	396,912
Law and International Law Library	671,041	11,741	1,449	10,292	681,333
Rare Book and Manuscript Library	394,898	2,990	9	2,981	397,879
Columbiana	23,697	2,059	-0-	2,059	25,756
TOTAL: DISTINCTIVE COLLECTIONS	2,160,790	42,070	3,553	38,517	2,199,307
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,377,006	114,322	30,343	83,979	5,460,985

*Includes Browsing Collection.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1984 - JUNE 30, 1985
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/85	Net Added	6/30/85	Net Added	6/30/85	Net Added	6/30/85	Net Added	6/30/85
Humanities & History Division										
Library Service Library*	166	808	338	3,380	-0-	-0-	-0-	-0-	504	4,188
Microform Reading Room **	4,671	101,409	26,398	219,607	-0-	59,776	141	318,011	31,210	698,803
Music Library	11	979	-0-	846	-0-	3,957	-0-	-0-	11	5,782
Paterno Library	-0-	87	-0-	-0-	-0-	-0-	-0-	-0-	-0-	87
Reference			8	8					8	8
TOTAL: HUMANITIES & HISTORY DIV.	4,848	103,283	26,744	223,841	-0-	63,733	141	318,011	31,733	708,868
Science and Engineering Division										
Biological Sciences Library	5	2,049	5	4,472	-0-	-0-	-0-	-0-	10	6,521
Chemistry Library	-0-	1,254	650	2,475	(543)	860	-0-	-0-	107	4,589
Engineering Library	231	7,397	61,572	1,139,422	-0-	-0-	-0-	-0-	61,803	1,146,819
Geology Library	-0-	40	5	530	-0-	14	-0-	-0-	5	584
Geoscience (Lamont) Library	20	558	916	12,181	-0-	5,153	-0-	-0-	936	17,892
Mathematics Library	-0-	166	-0-	153	-0-	-0-	-0-	-0-	-0-	319
Physics Library	98	954	-0-	62	-0-	316	-0-	-0-	98	1,332
Psychology Library	-0-	118	476	2,731	-0-	-0-	-0-	-0-	476	2,849
Science Library	(2)	475	-0-	-0-	-0-	-0-	-0-	-0-	(2)	475
TOTAL: SCIENCE & ENGINEERING DIV.	352	13,011	63,624	1,162,026	(543)	6,343	-0-	-0-	63,433	1,181,380
Social Science Division										
Business Library	102	4,258	38,083	408,637	-0-	43,122	-0-	-0-	38,185	456,017
Documents Service Center	30	1,149	37,583	326,573	-0-	-0-	-0-	185,140	37,613	512,862
Journalism Library	56	1,496	-0-	224	-0-	-0-	-0-	-0-	56	1,720
Lehman Library	1,331	16,645	46,700	126,704	-0-	1,235	-0-	-0-	48,031	144,584
Social Work Library	-0-	16	-0-	3,261	-0-	-0-	-0-	-0-	-0-	3,277
TOTAL: SOCIAL SCIENCE DIV.	1,519	23,564	122,366	865,399	-0-	44,357	-0-	185,140	123,885	1,118,460
Distinctive Collections										
Avery Library	140	858	-0-	8,928	-0-	-0-	-0-	-0-	140	9,786
Fine Arts Library	1	83	82	894	-0-	-0-	-0-	-0-	83	977
East Asian Library	652	10,304	263	5,198	-0-	-0-	-0-	-0-	915	15,502
Health Sciences Library	-0-	72	251	5,340	-0-	-0-	-0-	669	251	6,081
Law Library	323	9,753	53,274	118,792	33,301	50,301	(33,299)	-0-	53,299	178,846
Rare Book & Manuscript Lib.	71	775	-0-	-0-	-0-	-0-	-0-	-0-	71	775
Columbiana	-0-	151	-0-	-0-	-0-	-0-	-0-	-0-	-0-	151
TOTAL: DISTINCTIVE COLLECTIONS	1,187	21,996	53,870	139,152	33,301	50,301	(33,299)	669	55,059	212,118
TOTAL CHANGE IN SIZE OF COLLECTIONS:	7,906	161,854	266,604	2,390,418	32,758	164,734	(33,158)	503,820	274,110	3,220,826

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year ending 30 June 1985

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.	5,460,985
Number of current serials, including periodicals received	62,295
Microfilms (reels)	161,854
Microtext (physical units, excluding microfilms	3,055,972
Total microform units	3,220,826

Processing

Volumes added to collections (gross)	114,070
Volumes withdrawn from collections	30,343
Volumes added to collections (net)	83,979
Periodical titles added (gross)	1,841
Other serial titles added (gross)	365
Serial and periodical titles discontinued	1,046
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Number of professional staff (FTE)*	133
Full time supporting & regular part-time supporting & supervisory staff (FTE)	280
Student assistants (FTE)	140
TOTAL	553

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TOTAL CIRCULATION	1,017,307

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Books, journals, and materials	4,260,392
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TOTAL	$18,339,963

* Includes several professional positions other than librarians.
** Does not include Law.

CIRCULATION
1984/85

DIVISION	CIRCULATION	RESERVE CIRCULATION	TOTAL
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Burgess	43,735	n/a	43,735
Butler Circulation	186,824	n/a	186,824
College/Philosophy	7,210	149,099	156,309
Library Service	6,577	18,900	25,477
Microform Reading Room	n/a	45,563	45,563
Music	12,225	30,238	42,463
Paterno	1,800	n/a	1,800
Reference	n/a	9,287	9,287
TOTAL	258,371	253,087	511,458
Science			
Biology	2,566	11,895	14,461
Chemistry	3,415	5,478	8,893
Engineering	20,558	17,774	38,332
Geology	1,760	1,784	3,544
Geoscience	2,063	105	2,168
Math	9,026	5,097	14,123
Physics	4,593	4,826	9,419
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TOTAL	50,437	64,300	114,737
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Journalism	771	7,628	8,399
Lehman/Social Work	63,294	23,118	86,412
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East Asian	28,587	27,099	55,686
Health Sciences	35,067	40,567	75,634
Law	16,799	13,819	30,618
Rare Books	n/a	n/a	n/a
Total	112,338	115,461	227,799
GRAND TOTAL	508,215	468,619	976,834

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1984 TO JUNE 30, 1985

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1984	Total Added	Total Withdrawn	Net Change	June 30, 1985
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Graphic Arts Collection	14,153	157	-0-	157	14,310
Instructional Library					
Burgess-Carpenter Library	155,799	7,014	3,693	3,321	159,120
College Library	52,381	47	3,858	(3,811)	48,570
Philosophy Library	13,658	1,185	-0-	1,185	14,843
Library Service Library	98,035	1,902	13	1,889	99,924
Music Library	54,997	676	62	614	55,611
Paterno Library	20,320	264	2	262	20,582
Reference Collection	40,536	1,352	400	952	41,488
Microform R.R.	59	36	-0-	36	95
TOTAL: HUMANITIES & HISTORY DIV.	1,955,340	31,666	12,087	19,579	1,974,919
Science and Engineering Division					
Biological Sciences Library	42,250	1,035	368	667	42,917
Chemistry Library	37,499	1,163	1,492	(329)	37,170
Engineering Library	179,367	2,895	169	2,726	182,093
Geology Library	82,543	1,376	68	1,248	83,791
Geoscience (Lamont) Library	22,219	910	-0-	910	23,129
Mathematics Library	26,795	401	13	388	27,183
Physics Library	25,356	765	609	156	25,512
Psychology Library	28,349	698	268	430	28,779
Science Library	71,508	459	2	457	71,965
TOTAL: SCIENCE & ENGINEERING DIV.	515,886	9,642	2,989	6,653	522,539
Social Science Division					
Business Library	340,972	4,168	924	3,244	344,216
Documents Service Center	59,944	14,646	10,335	4,311	64,255
Journalism Library	14,362	158	127	31	14,393
Lehman Library	207,271	10,078	289	9.789	217,060
Social Work Library	122,441	1,894	2	1,855	124,296
TOTAL: SOCIAL SCIENCE DIVISION	744,990	30,944	19,230	19,239	764,220
Distinctive Collections					
Avery Library	129,456	3,007	137	2,870	132,326
Fine Arts Library	76,969	1,562	199	1,363	78,332
Ware Library	8,534	230	-0-	230	8,764
East Asian Library	467,307	11,028	330	10,698	478,005
Health Sciences Library	388,888	9,453	1,429	8,024	396,912
Law and International Law Library	671,041	11,741	1,449	10,292	681,333
Rare Book and Manuscript Library	394,898	2,990	9	2,981	397,879
Columbiana	23,697	2,059	-0-	2,059	25,756
TOTAL: DISTINCTIVE COLLECTIONS	2,160,790	42,070	3,553	38,517	2,199,307
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,377,006	114,322	30,343	83,979	5,460,985

*Includes Browsing Collection.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1984 - JUNE 30, 1985
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/85	Net Added	6/30/85	Net Added	6/30/85	Net Added	6/30/85	Net Added	6/30/85
Humanities & History Division										
Library Service Library*	166	808	338	3,380	-0-	-0-	-0-	-0-	504	4,188
Microform Reading Room **	4,671	101,409	26,398	219,607	-0-	59,776	141	318,011	31,210	698,803
Music Library	11	979	-0-	846	-0-	3,957	-0-	-0-	11	5,782
Paterno Library	-0-	87	-0-	-0-	-0-	-0-	-0-	-0-	-0-	87
Reference			8	8					8	8
TOTAL: HUMANITIES & HISTORY DIV.	4,848	103,283	26,744	223,841	-0-	63,733	141	318,011	31.733	708,868
Science and Engineering Division										
Biological Sciences Library	5	2,049	5	4,472	-0-	-0-	-0-	-0-	10	6,521
Chemistry Library	-0-	1,254	650	2,475	(543)	860	-0-	-0-	107	4,589
Engineering Library	231	7,397	61,572	1,139,422	-0-	-0-	-0-	-0-	61,803	1,146,819
Geology Library	-0-	40	5	530	-0-	14	-0-	-0-	5	584
Geoscience (Lamont) Library	20	558	916	12,181	-0-	5,153	-0-	-0-	936	17,892
Mathematics Library	-0-	166	-0-	153	-0-	-0-	-0-	-0-	-0-	319
Physics Library	98	954	-0-	62	-0-	316	-0-	-0-	98	1,332
Psychology Library	-0-	118	476	2,731	-0-	-0-	-0-	-0-	476	2,849
Science Library	(2)	475	-0-	-0-	-0-	-0-	-0-	-0-	(2)	475
TOTAL: SCIENCE & ENGINEERING DIV.	352	13,011	63,624	1,162,026	(543)	6,343	-0-	-0-	63,433	1,181,380
Social Science Division										
Business Library	102	4,258	38,083	408,637	-0-	43,122	-0-	-0-	38,185	456,017
Documents Service Center	30	1,149	37,583	326,573	-0-	-0-	-0-	185,140	37,613	512,862
Journalism Library	56	1,496	-0-	224	-0-	-0-	-0-	-0-	56	1,720
Lehman Library	1,331	16,645	46,700	126,704	-0-	1,235	-0-	-0-	48,031	144,584
Social Work Library	-0-	16	-0-	3,261	-0-	-0-	-0-	-0-	-0-	3,277
TOTAL: SOCIAL SCIENCE DIV.	1,519	23,564	122,366	865,399	-0-	44,357	-0-	185,140	123,885	1,118,460
Distinctive Collections										
Avery Library	140	858	-0-	8,928	-0-	-0-	-0-	-0-	140	9,786
Fine Arts Library	1	83	82	894	-0-	-0-	-0-	-0-	83	977
East Asian Library	652	10,304	263	5,198	-0-	-0-	-0-	-0-	915	15,502
Health Sciences Library	-0-	72	251	5,340	-0-	-0-	-0-	669	251	6,081
Law Library	323	9,753	53,274	118,792	33,301	50,301	(33,299)	-0-	53,299	178,846
Rare Book & Manuscript Lib.	71	775	-0-	-0-	-0-	-0-	-0-	-0-	71	775
Columbiana	-0-	151	-0-	-0-	-0-	-0-	-0-	-0-	-0-	151
TOTAL: DISTINCTIVE COLLECTIONS	1,187	21,996	53,870	139,152	33,301	50,301	(33,299)	669	55,059	212,118
TOTAL CHANGE IN SIZE OF COLLECTIONS:	7,906	161,854	266,604	2,390,418	32,758	164,734	(33,158)	503,820	274,110	3,220,826

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

Rare Book and Manuscript Library

Quarterly Report - January-March 1985

Introduction. During the past three months, the first full quarter in the new Library, considerable time was spent by the senior professional staff in contacts and negotiations with Facilities Management personnel, the Libraries' Facilities Coordinator, and representatives of contractors, relating to the completion of various construction projects; although progress was made on several projects, such as painting the oak staircase, refining the HVAC system, and solving specific lighting problems, there still remains a considerable amount of unfinished work pertaining to the completion of the security system, installation of hardware for the major external doors, the painting and furnishing of room 655, the electrical controls for the Sol-R Veil shades, among numerous other less major items. Facilities Coordinator Stuart Fisher has accepted responsibility for contacting Facilities Management personnel in the future in regard to the remaining unfinished work, and his assistance will be of great help in completing most of the projects noted above in the next quarter.

Major contributions from Mrs. George D. Woods ($100,000) and Mrs. Iphigene Sulzberger ($25,000) brought the total amount in the Woods Fund to $400,000, the goal that was set several years ago for the construction of the George D. Woods Manuscript Reading Room. Effort will now be devoted to developing an endowment for the Room's maintenance. An annual contribution of $10,000 was received from Dr. Corliss Lamont for the maintenance of the Lamont Rare Book Reading Room. Finally, $2,750 was received from three donors, Mrs. Iola Haverstick, Mrs. Elizabeth Cain, and Mr. and Mrs. Richard Logsdon, designated for the purchase of an Oriental rug for the Donors Room; we intend to select an appropriate Oriental rug during the summer period.

Gifts in kind have continued at a high level. During

the three-month period 48 individual contributions were recorded, comprising 560 volumes and 40,924 manuscript items. The total value of the quarter's gifts in kind was $140,770, which brought the nine month total to $652,378. Among the outstanding gifts during the quarter were: the first installment of the George Antheil Papers, presented by the composer's son Peter Antheil; a virtually complete file of books illustrated by Lynd Ward, donated by Dan Burne Jones; a group of first editions of English literature presented by Gordon N. Ray, including a fine copy of Coleridge's Poems; additions to the Paul R. Reynolds Papers, a gift of the firm; and a succession of gifts from Carol Rothkopf of inscribed photographs and first editions, and files of letters and manuscripts relating to the House of Books.

Under the terms of Marguerite Cohn's bequest, the Library is allowed to dispose of duplicates from the House of Books collection, and to use the proceeds to purchase books and manuscripts in the firm's field of interest, contemporary English and American literature. Having segregated all unwanted duplicates early in the quarter, we made arrangements with Swann Galleries to sell by auction all suitable items; the sale will be held on May 2 and the proceeds will be place into the Cohn endowed fund.

During the quarter the schedule of major exhibitions extending through the winter of 1987 was planned. The exhibition, "A Publisher Collects: The Library of Bennett Cerf," opened with a reception for the Friends of the Libraries on March 7; approximately 200 guests attended, and the exhibition received wide coverage in the New York press. Also, future issues of Columbia Library Columns were planned through the February 1986 issue; the November 1985 issue will be devoted to articles about the House of Books, and the February 1986 issue to mystery writers represented in the Library's collections.

The Friends Council met on March 7 in the Donors Room,

preceding the exhibition reception. At the meeting Gordon N. Ray and Elizabeth Cain were elected to serve two-year terms as chairman and vice chairman, respectively. The following were nominated to serve on the Council as members of the Class of 1988: Elizabeth Cain, John F. Fleming, Franklin H. Kissner, Iola Haverstick, Pearl London, George Lowry, and Carl Woodring. Pearl London and George Lowry are the new Council members. Plans were also made during the quarter for the annual Bancroft Awards Dinner, sponsored by the Friends, to be held on Thursday evening, April 4.

Because of a delay in terminal installation, time was lost at the beginning of the Bakhmeteff Archive grant project to input collection information into the Archives and Manuscripts Control Syustem, but this delay has been more than made up during the last three months; as of March 31, 438 collections have been input, out benchmark of 315 collections having been substantially exceeded. The non-professional project staff is now stable and well-trained; plans for the staff during the summer are being made at present, so the outlook for completion of the project on time is very positive.

Areas which need further planning and attention during the final quarter of the fiscal year include: completion of all unfinished projects relating to construction; continued processing of individual manuscripts and collections that are part of the backlog that accumulated during the construction year; final shifting of book collections necessitated by the construction; and interviewing of candidates for the position of Reference Librarian/ Bibliographer in the Rare Book Department and selection of the replacement for the vacancy created by the resignation of Alison Scott.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts

Rare Book Department. During the last quarter, painting in room 654 was completed, and the room was set up for processing rare

books and mnauscripts. Shelflists and the major auxiliary files were transferred to the south wall of the room, and the Incunabula Catalog Collection and oversize manuscript catalogs were moved to the north wall of the balcony. The Papyrus and Epigraphy area was carpeted, necessitating removal and replacement of one-third of the book collection. Reference porcedures continue to be tested and refined, and plans are being made for shifting reference books to accord more closely with patterns of use. Preparation of preliminary bibliographic records has moved fowarded at a rapid pace. Two large collections both having ca. 2,200 items, the books and broadsides of the House of Books bequest and the Henne Collection including children's literature and literary works, were completed during the quarter. Also completed were the Kenneth Rapoport gift of illustrated books and the Phyllis Marquart gift of editions of Little Black Sambo. With the help of Professor William Harris and several of his students, the specimens in the Epigraphical Collection were identified and numbered according to an existing catalog.

Work is anticipated on the following projects for the coming quarter: completion and installation of the exhibit "Poster and Book," including the matting of approximately thirty posters; work on the House of Books exhibit and preliminary work on the Baron Corvo exhibit; elimination of the art collection cataloging and photographic negative cataloging backlogs; elimination of catalog editing and maintenance backlogs; preparation of preliminary bibliographic records for the Martyr Worthy Collection of Corvo's works; processing of the American Insitute of Graphic Arts gift; arranging of the epigraphical stones in preparation for the photographing of the stones; shifting of supplementary card catalogs to prepare the West Annex as a processing area; and shifting and vacuuming of Masters's essays.--Rudolph Ellenbogen, Assistant Librarian, Rare Books

Manuscript Department. By the end of January, 1985, Facilities

Management had, after much delay, repainted and refurbished Room 654, the processing room, so that the Department's processing and photocopy operations could finally be moved in. During February most of the furniture, equipment and other supplies temporarily stored in the West Annex of Stack 12 were moved out and a staging area for reshelving manuscripts and a storage area for the reception of new manuscript collections were set up. This summer after the remaining ranges assigned to the Department in the West Annex are emptied of rare book collections, there should be enough new space available for the storage, unpacking and sorting of new collections. This new arrangement will place the Department's technical services immediately adjacent to the processing and reading rooms for the first time since 1971, centralizing the Department's activities and thus allowing for more effective supervision of staff and more efficient use of space. One last link between the Reading Room and the work areas remains to be completed: the installation of a buzzer system at the desk attendant's desk so that a page may be summoned from the processing room when readers submit requests.

As the physical arrangements for the Department took shape during the quarter more staff time became available for processing manuscript collections. Among the collections received last fall, for instance, the House of Books Papers are fully cataloged and arranged and the firm's business records are ready for foldering and labeling in the coming quarter. Also a very large addition to the Paul R. Reynolds Papers and a more modest addition to the James G. Phelps Stokes Papers were completed. Of the 17 new accessions received since January, 7 have been processed, 3 are in process and the remaining 7 will be completed during the 4th quarter. The new George Borchardt literary agency archives which arrived during the quarter are now in process and the 33 transfiles received from the Curtis Brown Ltd. agency will be processed next quarter.--Bernard R. Crystal, Assistant Librarian, Manuscripts.

Bakhmeteff Archive. Archive activity during the last quarter

concentrated on the input of the Archive's holdings into the RLIN AMC System. The Rare Book and Manuscript Library's terminal was installed at the end of January, and by March 31 a total of 438 records had been entered. Because the Curator was on leave from February 22 through the end of March, and because there were no Archive GA/BAs on the staff (other than those employed on the RLIN project grant), no new processing projects were begun. Through the assistance of Professor Lazar Fleishman, 38 heretofore uncataloged letters from various collections were identified as to their proper authors, among them, T. Tolstoya (Leo Tolstoty's daughter) and D. A. Shakhovskoy (Archbishop of San Francisco). Several new gifts arrived at the Archive and await processing during the next quarter. These include a 1939 samizdat compilation of the poetry of N. S. Gumilev, additions to the Prince Paul of Yugoslavia Papers consisting of correspondence with Professor J. B. Hoptner, and additions to the papers of publisher Abram S. Kagan including the manuscript of Kagan's autobiography and correspondence with author Nadeshad Teffi.--Ellen Scaruffi, Curator.

Columbiana. The librarian has been reviewing the condition of binding in the collection, and has been taking care of those items that seemed most in need of prompt action; this work will continue as in many cases volumes and sets have been neglected for many decades. The librarian has also overseen the dusting and cleaning of shelves, books, and memorabilia. During the winter months there were difficulties in regulating the heating of the Library, the temperature of the main rooms varying from a low of 40 degrees to a high in the upper 80s; we were in constant contact with Maintenance Control and valves and other equipment were changed several times during the period. In the last weeks of the current quarter the librarian noticed silver fish in the basement storage room and requested that the room be thoroughly cleaned and fumigated. During the last week of March before these custodial services were attended to, a water pipe in the rowing tank room, adjacent to the area, somehow got disconnected

and flooded the storage room doing considerable water damage; fortunately, with the exception of some photographs and framed objects, most of the damaged materials were duplicates. Invaluable aid was given to us by the Preservation Department and the School of Library Service Preservation Laboratory in salvaging as much as possible. Water had never been seen before in this storage room and it is hoped that during the next quarter replacement space can be found that is secure and has proper climate control.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. A major project completed during the third quarter was the reprocessing of part of the Charles Poletti Papers. New York World's Fair of 1962 photographs were removed from scrapbooks, refoldered, and interfiled into the main series of photographs, miscellaneous materials have been interfiled into the main series, and a revised register and new catalog cards reflect these and other changes. Some materials from the Lehman Special Correspondence Files and from scrapbooks have been placed in the Special Subject File, and the Senate Miscellaneous Files and Senate Research Files have been integrated into the Senate Subject Files. Each series has been refoldered and new catalog cards have been typed. Updating the cross-indexes remains to be done. Miscellaneous pamphlets by James G. McDonald have been foldered and added to that collection as a new series.

Plans for the next quarter include searching the Organizational Files of the Frank Altschul Papers for correspondents to be cataloged and refoldering part of the General Correspondence of the Lehman Papers. A major project just started is a complete revision of the Guide to the H.H. Lehman Suite and Papers which will reflect changes in the organization of the collections and access to them.--John C. Aubry, Curator

COLUMBIA UNIVERSITY
THE LIBRARIES Date 7/25/85

To Ken

From Tina

☐ review & comment	☑ for your file
☐ per our conversation	☐ for appropriate action
☑ for your information	☐ what should I reply?
☐ at your request	☐ please return

Here is a portion of the G&E annual report. We have been including gifts received in RBRM which are valued at $1,000 or more. We're supposed to include all gifts received in the distinctive collections on a system-wide basis.

Let me know if you want copies of any of the appendices.

A29

GIFTS AND EXCHANGE DEPARTMENT
SUPPORT DIVISION
TECHNICAL SERVICES GROUP

ANNUAL REPORT, 1984-85

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GIFTS AND EXCHANGE DEPARTMENT
ACQUISITIONS DIVISION
TECHNICAL SERVICES GROUP

Quarterly report, April - June, 1985
and Annual report, 1984-85

During the period of FY 1984-85, the Gifts and Exchange Department continued its efforts to improve departmental procedures and systems of maintaining records. General productivity was greatly improved after the acquisition of a second DECmate II word processor and a printer. The Department accomplished most of the goals established at the end of the previous fiscal year.

GIFTS

The Department successfully developed more assertive strategies for soliciting gifts wanted by the Libraries. The November 1984 issue of Library News featured the Libraries' gift policy. It was distributed to over 5,000 faculty identified as either current, full-time faculty or part-time affiliates, as well as library staff. In March 1985 Columbia Magazine produced a short article on donations to the Libraries, which was circulated to all alumni and current affiliates. In April 1985 the Gifts Policy booklet was distributed to Emeritii, Friends of the Libraries, selected major donors, and selection officers. It is hoped that these communications efforts will reach a wide audience of potential donors whose contributions will benefit the Libraries.

The Libraries made some progress in reducing the quantities of unwanted gifts. During this FY, 42.29% of all gifts accepted were offered. 16.12% of gifts accepted were actually selected for searching. Although the Libraries continue to receive a majority of gifts which are not wanted, the percentage of unacceptable materials received has been reduced from that of previous years.

In January 1985 the IRS issued new guidelines pertaining to the claiming of tax deductions for charitable contributions. The new tax law stipulates that if a donor wishes to claim a deduction for a charitable contribution, such as a donation of library materials, it is his responsibility as the tax payer to obtain an authorized appraisal by a qualified appraiser, who must not be the donee. The new law also renders the donee (Libraries) responsible for reporting to the IRS any gift or part of a gift which is disposed of by the Libraries within two years of the receipt of the donation. Although the guidelines relieve the Libraries of any obligations to provide appraisals to donors, they place an additional burden on the Libraries to report to the IRS the disposition of unwanted gifts.

The Libraries have made great progress in bringing undocumented gifts under bibliographical control. The Searching Department has searched most gifts accepted by the Libraries prior to the introduction of the offer lists on the DECmate. There remain approximately 2,000 books (pre-DECmate) which still require searching and input to RLIN. The final phase of that project may be completed by September. In addition, there are about 1550 books from the Nelson gift wanted by Lehman even as added copy. The processing or disposition of these titles is being resolved.

The Libraries continue to be a depository of publications of the Columbia University Press and those of the affiliated presses. Two hardbound copies of CUP books are processed immediately and sent for cataloging. Extra copies are stored in 117 and retained in case they are required for replacement. The Department maintains a file of all titles received. At present, all CUP ever received by the Department are stored in 10 ranges in 117. Titles published in 1980 and later have been isolated and will be input to the DECmate. In most cases, titles over 5 years old are no longer requested and have declined in general usefulness. Because of space considerations, the Libraries are reviewing the future status of the storage of CUP publications.

During February and March, the Department prepared and circulated lists of purchased monographic duplicates, in addition to gift lists, among the selection officers. This project, which was developed as an experiment, received mixed reviews from the selection officers. It was discontinued after 2 months when the Libraries found more appropriate methods to review purchased duplicates.

EXCHANGES

Over the years, the management of the exchange arrangements between the Libraries and partners in the Soviet Union and East Central Europe has been well developed, thanks to the availability of staff and the intense involvement of the Slavic Bibliographer. The Department has made major improvements in the record-keeping for the exchange arrangements for institutions outside the Soviet Union and East Central Europe. We have been able to identify the names and addresses of confirmed exchanges throughout the world, foreign and domestic, and have established the files and balance sheets. We have also identified serial titles to which we subscribe and which the Department sends to exchange partners. As staff and time permit, we are searching the serials records outside the Department to identify those titles being received actively on exchange. A list of confirmed exchange partners is available, along with a summary of the balances (based on current information available) and a list of titles being sent.

We still lack sufficient information on large numbers of exchange arrangements to consider them confirmed. Selection officers were queried as follows:

11 African
13 Australian and Western European
13 Middle Eastern and North African
24 Exchanges for the Sciences Libraries
160 Latin American

In most cases, information gathered so far indicates that the exchanges in question were established years ago and may no longer be active. The selection officers contacted should assist in determining the desirability of pursuing the arrangements. The Libraries continue to send serials on paid subscription to many of these institutions. Since the Department maintains the master lists of active exchange partners for the library system, it is quite important to up-date the incomplete records. It should be emphasized that exchanges are often the only means of acquiring publications from many countries, particularly those of Africa, Asia, East Central Europe, Latin America, the Middle East, and the Soviet Union.

OFFICE, WORK AREA, AND EQUIPMENT

The office and storage areas have been organized so that G&E uses space which it needs immediately. The Department has continued to relinquish space in storage rooms 117 and 118, where ranges have been re-allocated to the Bibliographic Searching and Book Acquisitions Departments. As more and more G&E space is absorbed by other units of the Acquisitions Division, we see as desirable a long-range space review. The loss of space will become problematic if 1) we receive a huge gift and 2) we must store unwanted gifts for over two years in order to avoid reporting their disposition to the IRS.

The Department currently uses two DECmate II's and one printer. The equipment is used at maximum capacity for the processing of gifts and exchange lists, the maintenance of exchange and some donor records, and the preparation of Departmental reports. As new tasks are assumed by the Department, such as the inputting of new CUP and affiliated press records, we foresee the need for an additional DECmate word processor.

STAFF

The staff of the Gifts and Exchange Department included the following people during FY 1984-85:

Monique Bines, Clerical Assistant III
Bruno Blumenfeld, GA
Barbara Bowley, GA/BA
William Rodgers Brubaker, GA
Eric Canin, GA/BA
Dominique Chabre, GA/BA
Pius Fevrier, Clerical Assistant I - 1/2 time
Bruce Gerig, Technical Assistant IV
James Christopher Hughes, GA/BA
Inna Korkunov, Libary Assistant V
Pauline Tina Lesnik, Librarian III
Antionette Mitchell, GA/BA
Daniel Salzer, GA
Timothy Teeter, GA/BA
Linda Weiss, GA/BA

Bruce Gerig deserves special commendation for his outstanding work in streamlining the procedures for establishing and maintaining Departmental records, particularly the exchange files, developing the in-house staff training manual for the word-processor, and the assigning, revising, and training of the work of the rest of the staff. He has demonstrated outstanding supervisory skills and has coped well with the high turnover of part-time student assistants which we've had in the past several months. His contributions have greatly improved the productivity of the Department and will have a positive, long-term effect for the Libraries.

STATISTICS

Total number of gifts received in G&E: 13,243
Total number of gifts received in CUL outside of G&E: 421,281
Number of gifts offered to selection officers: 5600
Number of gifts selected for CUL: 2135
Gifts awaiting input to DECmate as of 6/30/85: 43
Searching backlog in 117: 2100
Exchange books offered for selection: 6735
Exchange books selected and shipped: 3654
Exchange books received: 5770
Exchange books awaiting input to DECmate: 4200
Journals mailed by G&E: 399
Discards/duplicates added to exchange backlog: 3851
Income - Book Sale: $12,254.67
Income - Other Sale: $9612.20
Duplicate purchases re-offered for selection: 331
Duplicate purchases selected: 92

GIFTS ESTIMATED TO $1,000 OR MORE
JULY 1, 1984 - JUNE 30 1985

Annalita Alexander 173 Riverside Drive New York, NY 10024	1984 $1,400	Additions to the Ivan Morris papers.
American Institute of Graphic Arts via Nathan Gluck 1058 Third Avenue New York, NY 10021	3/27/85 $2,000	84 books from 1985 AIGA Book-show.
Lewis N. Anderson 47 Midwood Street Brooklyn, NY 11225	3/28/85 $1,500	Three letters written to Samuel Cowdrey Anderson, by Charles Frances Adams, dated 2/2, 3/18 and 4/23, 1876.
Mr. Peter Antheil 1951 Nolden Avenue Los Angeles, CA 90011	1984 $10,775	Five letters of James Joyce to the composer George Antheil, 1930-37.
Martin Baron 17 West 89th Street New York, NY 10024	1/4/85 $1,040	Misellaneous encyclopedias and government documents.
Dan Burne-Jones 816 N. Boulevard Oak Park, IL 60301	11/30/84 $6,765	An extensive collection of Lynd Ward's illustrated work, publ. ca. 1927-78; also printed materials relating to Rockwell Kent.
Mr. Philip Butcher 9326 Mellenbrook Road Columbia, MD 21045	11/23/84 $1,000	127 photocopies of correspon-dence and other papers relating to George Cable.
Alex Cabana 424 West 119th Street New York, NY 10027	2/22/85 $2,831	various items; mostly philo-sophy books.
Mrs. Frances Chase 1/47 Netherall Gardens London NW3 5R1 England	10/84 $1,250	Additions to the papers of Richard V. Chase.
Herman Cohen Walnut Tree Hill Road Sandy Hook, CT 06482	11/7/84 $9,500	Various items.
Marguerite Cohn (estate of) via John L. Freeman 270 Madison AVe. New York, NY 10016	10/23/84 $145,000	The contents of the House of Books, incl. some first editions.
Columbia University Press via Henry Wiggins 1562 West 113th Street New York, NY 10027	9/5/84 $6,750	Additions to the CUP papers.

*FOR COMPLETE LIST, SEE R11.

John Crawford 46 E. 82nd Street New York, NY 10028	10/26/84 $1,000	"Art Work of Louis Tiffany." N.Y, 1914, inscribed and printed on Japan paper.
Viscountess Eccles 4 Oaks Farm 350 Burnt Mills Road Somerville, NJ 08876	11/84 $20,000	18th century Sheridan breakfront.
James Gilvarry 210 East 47th Street New York, NY 10017	7/27/84 $1,500	15 first editions of works by twentieth centurys French authors.*
Prof. Robert Halsband 77 Fifth Avenue, Apt. 16D New York, NY 10003	10/15/84 $4,500	Portrait of Alexander Pope.
Robert Harley 288 Lexington Ave. New York, NY 10016	7/10/84 $3,000	Framed oil painting portrait of Robert Harley, 1st Earl of Oxford, 1709.
Prof. Frances Henne 345 East 50th Street New York, NY 10022	1/3/84 $9,971.75	Group of 14 artworks by various artists.*
Prof. Frances Henne 345 East 50th Street New York, NY 10022	1984 $3,000	"Self-Portrait With A Beard", by Sir Jacob Epstein.
Mrs. Gilbert Highet 535 Park Avenue New York, NY 10021	10/29/84 $29,945	Working Library of Prof. G. Highet.
George M. Jaffin 22 Oak Lane Scarsdale, NY 10583	7/27/84 $13,710	A group of 94 volumes incl. Marc Chagall's "Poemes".
Michael Jahn 452 Riverside Drive New York, NY 10027	7/2/84 $1,500	Corrected typewritten manuscript of "The Quark Maneuever" and "Night Rituals".
Alan Kempner Kempner Lane Purchase, NY 10577	1984 $3,500	various items.
Franklin H. Kissner 24 Gramercy Park New York, NY 10003	7/18/84 $2,500	various items.
Emery Koltay 2 Stewart Avenue Eastchester, NY 10707	12/12/84 $10,582.70	Books; sci/tech, business, medieval and reference.
Mr. & Mrs. T. Peter Kraus 1000 Park Avenue New York, NY 10028	12/12/84 $1,250	"History of the Orders of Knighthood of the British Empire", London, 1842.

*FOR COMPLETE LIST, SEE R11.

Kenneth Lohf 560 Riverside Drive New York, NY 10027	7/31/84 $2,885	Autographed letters from various authors, artists and theater people.
Mr. Kenneth Lohf 560 Riverside Drive New York, NY 10027	7/31/84 $17,285	An important group of autographed letters from Arthur Symons to his wife.
Kenneth Lohf 560 Riverside Drive New York, NY 10027	8/84 $2,210	Various items; incl. some first editions.
Mrs. Joseph Margolies (via Oral History Research Ofc.) 19 East 80th Street, #7D New York, NY 10128	11/20/84 $2,500	Autographed and typed letters to Joseph A. Margolies.
Otto Rank Association via Anita Faatz Jamison, PA 18929	9/28/84 $25,000	The ORA papers.
Paul Palmer 560 Riverside Drive New York, NY 10027	1984 $3,377	A group of books in various fields.
Prof. Coleman Parsons 501 West 123rd Street New York, NY 10017	1984 $6,064.50	173 volumes relating to Scotland and Scottish literature.
Pennie and Edmonds via Keith Mullenger 330 Madison Avenue New York, NY 10017	8/23/84 $1,400	14 volumes of legal documents relating to patent litigation matters.
Dr. Dallas Pratt 228 East 49th Street New York, NY 10017	10/17/84 $5,000	Autographed letter from Abbe Edgeworth to Mrs. Tunshall in Hamonersmith, England.
Mr. Steven Rand 98 Riverside Drive New York, NY 10024	11/26/84 $11,825	29 master prints, etchings and engravings by prominent European artists from the 16th-18th centuries.
Dr. Gordon N. Ray 25 Sutton Place New York, NY 10022	9/84 $8,200	Group of first editions; incl. Coleridge, Tennyson and others.*
Paul R. Reynolds 12 East 41st Street New York, NY 10022	6/29/84 $16,500	Additions to the Paul R. Reynolds papers.
Mrs. Ernst Rothkopf 16 Rotary Lane Summit, NJ 07901	8/25/84 $8,012	Letters, manuscripts and inscribed photos.

*FOR COMPLETE LIST, SEE R11.

Mrs. Ernst Rothkopf 16 Rotary Lane Summit, NJ 07901	10/23/84 $5,000	various items.
Mrs. Carol Z. Rothkopf 16 Rotary Lane Summit, NJ 07907	10/12/84 (2 gifts) $53,820	complete sett of the Crown 8vo series of books;also a collection of books by Stephen V. Bentt and others.*
Prof. Stephen Rousseas Dept. of Economics Vassar College Poughkeepsie, NY 12601	3/4/85 $8,000	Collection of papers relating to the Coup d'etat in Greece.
Dr. Morris H. Saffron 912 Fifth Avenue New York, NY 10021	1984 $1,000	First edition of Henry Fielding's "Miscellanies", 1743, and the group of 13 Scottish scrap-books.
Mr. & Mrs. Sam Schaefler 219 Lakeview Place Bronx, NY 10471	8/9/84 $3,400	Bookplates relating to Columbia; also manuscripts, and the illustrated "Candide".
Mr. & Mrs. Sam Schaefler 219 Lakeview Place Bronx, NY 10471	8/9/84 $3,500	Inscribed portrait of Sir Walter Scott.
Mr. F.C. Schang 405 Seagate Tower North 200 MacFarlane Drive Delray Beach, FL 33444	11/13/84 $1,150	16 visiting cards; incl. Mrs. U.S. Grant and others.*
Caroline Schimmel 2 Beekman Place New York, NY 10022	11/84 $6,929	An extensive collection of books by and about Truman Capote.
Mrs. James Stokes 88 Grove Street New York, NY 10014	10/11/84 $5,000	Additions to the papers of James Stokes.
Stanley Wertheim 180 Cabrini Blvd. New York, NY 10033	7/13/84 $1,525	First issues of Stephen Crane's "Maggie", 1896; 4 pieces of Rare Nazi memorabilia.
Mrs. Lawrence Wilkinson Llewellyn Park West Orange, NJ 07052	8/8/84 $1,000	Architecture books from the library of Henry Wilkinson.
Annie Laurie Williams (estate of) via Prof. William Owens address unknown	7/19/84 $1,750	Additions to the Annie L. Williams papers.
Mr. & Mrs. Carl Woodring 404 Riverside Drive New York, NY 10027	11/29/84 $3,400	6 books; incl. works by Sir James Barrie and others.*

*FOR COMPLETE LIST, SEE R11

Mrs. George D. Woods 825 Fifth Avenue New York, NY 10021	3/13/85 $5,000	Additions to the papers of George D. Woods.
Jerome Yavarkovsky 19 19th Avenue Sea Cliff, NY 11579	11/5/84 $1,000	Robert D. Valette's Deux Fatrasies.

*FOR COMPLETE LIST, SEE R11.

Rare Book and Manuscript Library
Quarterly Report, July - September 1984

Introduction. Steady progress has been made on the construction of the new Rare Book and Manuscript Library, and during the quarter the Librarian has been in frequent conference with the architects, construction staff, and Facilities Management. All of the furniture was ordered, comprising the reading room tables and chairs, selected furniture for several of the offices, card catalogs (which will be built into alcoves in the reference center), and shelving. Work proceeded on the installation of the lighting fixtures, the security system and new doorways; extensive work was done on plastering and finishing the walls, ceilings and supports throughout the entire structure. Because of the bright light coming through the skylight during the summer months, roughly April through early September, it was found necessary to install shades over the entire length of the skylights; shades manufactured by Sol-R-Veil were finally selected and will be in place by the time of opening. The color scheme of the Library was also selected. The design of the signage was also determined, and the texts of the various signs were forwarded both to the University Development Office and Facilities Management for transmittal to the Trustees for approval. Facilities Management estimates that the time of completion will be the second week in November, which will allow only two weeks for the office, staff and book moves into the new facility before opening.

During the past three months we have also corrected proofs for the book that will be published for the opening of the Library. Illustrations of approximately sixty of our treasures have been engraved and approved for inclusion in the volume. Blueprints for photo-offset printing were received and approved at the end of September, and the volume will be sent to the printer early in October. An edition of 1,000 copies will be printed for presentation to major donors and for sale at the opening and thereafter.

The total value of gifts duirng the first quarter, $199,092, is nearly 70% higher than for the same period last year. Among the 47 separate donations received were manuscripts of Aaron Copland received from Professor Jack Beeson; an addition to the James Oliver Brown Papers of more than ten thousand pieces of correspondence by and relating to Erskine Caldwell; the papers of the Otto Rank Association, as well as those of Jessie Taft, Virginia Robinson and Otto Rank, including rare manuscripts of Sigmund Freud, received from the Association; and rare editions of Francis Bacon, Geoffrey Chaucer and Samuel Johnson donated by Dr. Kenneth Rapoport. Gifts in honor of the opening of the new Library have also been received, including: the oil portrait of Robert Harley, First Earl of Oxford, from Robert Harley; the oil portrait of Sir Walter Scott by Gilbert Stuart Newton from Dr.

and Mrs. Sam Schaefler; and the Bulmer Press edition The Dramatic Works of Shakespeare, 1802, and an extra-illustrated set of David Hume's The History of England, 1806, the Earl of Oxford's copy, received from Franklin Kissner.

Although there has been some difficulty in staffing the Library fully with the required number of general assistants at the beginning of the Fall semester, improvement was noted by the end of September. John C. Aubry, who joined the staff at the end of August, and Ellen Scaruffi, who joined after Labor Day, filled the positions of Curator of the Lehman Suite and Curator of the Bakhmeteff Archive, respectively. Our first Library School intern, Kay Brooks, began her training on September 7 as a member of the rare book department; at mid-year she will be trained in the manuscript department. By the end of the school year she will have been exposed to all aspects of the Library's program including administration, processing books, cataloging manuscripts, readers services and reference work.

Ms. LaVonne Gallo of RLG central staff conducted a workshop on September 17-20 to train the professional staff in RLIN searching techniques and in the Archival and Manuscripts Control System. The Library received funding, as one of the twelve institutions selected to participate in the AMC recon Project funded by NEH and the Pew Memorial Trust, to input the 900 collections that comprise the Bakhmeteff Archive; work on the project will begin as soon as the terminal is installed, now tentatively scheduled for mid-November, and will continue through September 30, 1985. The terminal has already been delivered and the project will fund the purchase of a printer, all communications and terminal maintenance charge for a six-month period, and all charges for cataloging records.

At the end of the quarter planning the move to the new quarters intensified. Since the period for the move has been shortened from six to two weeks, we have established priorities for the move, with office and work spaces, reference books, paintings and other art works, and the installation of the opening exhibitions being given the top priorities. Card catalogs will be moved after the opening reception, to be held December 5, if that move cannot be accomplished earlier. We shall endeavor to have the reading rooms open for use on Monday, December 10.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. During the first quarter preparations continued to be made for the move into the new quarters. The four reference librarians in the Rare Book and Manuscript Library have begun rotation in the two reading rooms to prepare for assignment to the Reference Center. Training of the two new reference librarians in service aspects of their work was satisfactorily completed. A number of projects have also been completed during the quarter, one of which was to place spine

labels on a substantial portion of the Manuscript Catalog Collection; this project not only improved the appearance of the collection, but also improved the legibility of the call numbers. A number of shifts of collections were made during the summer months; some, such as the shift of the American Institute of Graphic Arts Collection and the American Association of University Press Collection, were made to provide greater accessibility to frequently used materials which we will want to have in place when the new quarters open.

Work has also been completed on a number of bibliographic projects. The gifts of Franklin Kissner, George M. Jaffin, James Gilvarry, and Dr. and Mrs. Sam Schaefler have been searched and preliminary bibliograhic records typed. The largest collection received during the quarter was the House of Books Collection, the bequest of Marguerite A. Cohn. Unpacking, sorting, arranging and searching of this collection has begun. Kay Brooks, a student in the School of Library Service, began as a library intern on September 7. Among her assignments have been to supervise the shifting projects and to work on the House of Books Collection. Work continues on selection of the supplementary material for the opening exhibition, and cradles and book stands are being made for the material with the assistance of Library School students in the Preservation Program.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. Preparations for moving to the sixth floor continued during the summer with the shifting of more than 50 manuscript collections from the Manuscript Department vault on stack 14 to the rare book vault on stack 13. With 6 empty ranges now available on stack 14, we will expand the overcrowded non-vault collections whose names begin with A through L. Also, most of the volumes in the Oral History Collection were moved to stack 12 for quick paging from the new Manuscript Reading Room. The remaining binders will be shifted at the end of the next quarter when further space becomes available.

With two professional positions vacant duirng the summer, most of the new and a variety of small and medium sized additions to existing collections have not been processed or have only been partially processed by the support staff. During September when the two new librarians began working, they spent most of the month being trained to operate the reference and access services of the Department as well as participating in an intensive four day RLG Archival and Manucript Control Workship; therefore, during the second quarter the new librarians will begin to apply their newly learned tagging skills in anticipation of the installation of our RLIN terminal later this fall and the start of inputing collection records for the Bakhmeteff Archive.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. Because the new curator did not arrive until September 4, no new projects were undertaken during July and August. In September two weeks of intensive training sessions were held to acquaint the new curator with the duties of the position. In turn, the new curator trained new and returning GAs. September 17-20 was spent in workshops on the use of RLIN AMC which will be the basis of a project to input the entire holdings of the Bakhmeteff Archive into the RLIN system. Tagging and inputting of these records will be one of the major projects of the next quarter. As assistants will be hired in November and trained in the use of the system. It is projected that the first 45 records will be prepared and input by December 31. GAs have been busy organizing materials within specific collections. The Harvard University Russian Refugee Interview Project materials were put in order by case number. The Alexis Goldenweiser German Case Files have been refoldered in acid-free folders and a complete list of their holdings added to the register. The large and cumbersome scrapbooks containing photographs from the Soiuz Pazhei are being disassembled and the photographs will be arranged and placed in folders. During the month of September there were five new Bakhmeteff readers and a number of returing scholars who required the assistance of the curator in their projects. Requests for information by mail were frequent and highly diversified.--Ellen J. Scaruffi, Curator

Columbiana Library. During the summer months, the librarian was able to complete many sets of Columbia University catalogs and bulletins, as well as sets of many other University pubications, such as yearbooks, departmental publications and reports. Much work still has to be done on this project, and the librarian plans to continue these efforts in the coming quarter. In spite of a shortage of staff assistance, the librarian has continued the project of photocopying important records and materials that are deteriorating or becoming too fragile, and this will continue during the coming months. During the summer a leak from the third floor of Low Library flooded parts of the Columbiana Library, damaging the ceiling and floors, but fortunately no books or several valuable 18th century oil paintings hanging the area were affected. The librarian reported this damage, which he found on his return from vacation, to the Facilities Management Office, which took action to scrape part of the ceiling and to paint the area and damaged walls. The air-conditioning unit in the King's College Room, which failed to function during the summer, has finally been replaced after much effort on the part of the librarian to have it repaired. As is usual in the summer months, Columbiana was heavily used by students and scholars from the University community as well as by many from other institutions who use this period to do research on materials that can be found only in our collection.--Paul R. Palmer, Curator.

Lehaman Suite and Papers. Several projects have been completed during the quarter and some new ones undertaken. The New York

Office Correspondence of the Herbert H. Lehman Papers have been refoldered, renumbered, and new cards typed. The United Nations Relief and Rehabilitation Administration Reports and the American Commission for the Protection and Salvage of Artistic Historic Monuments in Europe series have also been completely reprocessed. Lehman films, tapes and records have been refoldered or reboxed, relabeled, and new cards typed, but some cleaning of disks remains to be done. The political files, the printed materials, and the Council on Foreign Relations files of the Frank Altschul Papers have been completely processed and the other organizational files are now being processed by the student assistant hired for that purpose. Other projects under way include photocopying on acid-free paper the badly deteriorated clipping books of James McDonald and processing the Lehman Robo files.--John C. Aubry, Curator.

Rare Book and Manuscript Library
Quarterly Report, July - September 1984

Introduction. Steady progress has been made on the construction of the new Rare Book and Manuscript Library, and during the quarter the Librarian has been in frequent conference with the architects, construction staff, and Facilities Management. All of the furniture was ordered, comprising the reading room tables and chairs, selected furniture for several of the offices, card catalogs (which will be built into alcoves in the reference center), and shelving. Work proceeded on the installation of the lighting fixtures, the security system and new doorways; extensive work was done on plastering and finishing the walls, ceilings and supports throughout the entire structure. Because of the bright light coming through the skylight during the summer months, roughly April through early September, it was found necessary to install shades over the entire length of the skylights; shades manufactured by Sol-R-Veil were finally selected and will be in place by the time of opening. The color scheme of the Library was also selected. The design of the signage was also determined, and the texts of the various signs were forwarded both to the University Development Office and Facilities Management for transmittal to the Trustees for approval. Facilities Management estimates that the time of completion will be the second week in November, which will allow only two weeks for the office, staff and book moves into the new facility before opening.

During the past three months we have also corrected proofs for the book that will be published for the opening of the Library. Illustrations of approximately sixty of our treasures have been engraved and approved for inclusion in the volume. Blueprints for photo-offset printing were received and approved at the end of September, and the volume will be sent to the printer early in October. An edition of 1,000 copies will be printed for presentation to major donors and for sale at the opening and thereafter.

The total value of gifts duirng the first quarter, $199,092, is nearly 70% higher than for the same period last year. Among the 47 separate donations received were manuscripts of Aaron Copland received from Professor Jack Beeson; an addition to the James Oliver Brown Papers of more than ten thousand pieces of correspondence by and relating to Erskine Caldwell; the papers of the Otto Rank Association, as well as those of Jessie Taft, Virginia Robinson and Otto Rank, including rare manuscripts of Sigmund Freud, received from the Association; and rare editions of Francis Bacon, Geoffrey Chaucer and Samuel Johnson donated by Dr. Kenneth Rapoport. Gifts in honor of the opening of the new Library have also been received, including: the oil portrait of Robert Harley, First Earl of Oxford, from Robert Harley; the oil portrait of Sir Walter Scott by Gilbert Stuart Newton from Dr.

and Mrs. Sam Schaefler; and the Bulmer Press edition The Dramatic Works of Shakespeare, 1802, and an extra-illustrated set of David Hume's The History of England, 1806, the Earl of Oxford's copy, received from Franklin Kissner.

Although there has been some difficulty in staffing the Library fully with the required number of general assistants at the beginning of the Fall semester, improvement was noted by the end of September. John C. Aubry, who joined the staff at the end of August, and Ellen Scaruffi, who joined after Labor Day, filled the positions of Curator of the Lehman Suite and Curator of the Bakhmeteff Archive, respectively. Our first Library School intern, Kay Brooks, began her training on September 7 as a member of the rare book department; at mid-year she will be trained in the manuscript department. By the end of the school year she will have been exposed to all aspects of the Library's program including administration, processing books, cataloging manuscripts, readers services and reference work.

Ms. LaVonne Gallo of RLG central staff conducted a workshop on September 17-20 to train the professional staff in RLIN searching techniques and in the Archival and Manuscripts Control System. The Library received funding, as one of the twelve institutions selected to participate in the AMC recon Project funded by NEH and the Pew Memorial Trust, to input the 900 collections that comprise the Bakhmeteff Archive; work on the project will begin as soon as the terminal is installed, now tentatively scheduled for mid-November, and will continue through September 30, 1985. The terminal has already been delivered and the project will fund the purchase of a printer, all communications and terminal maintenance charge for a six-month period, and all charges for cataloging records.

At the end of the quarter planning the move to the new quarters intensified. Since the period for the move has been shortened from six to two weeks, we have established priorities for the move, with office and work spaces, reference books, paintings and other art works, and the installation of the opening exhibitions being given the top priorities. Card catalogs will be moved after the opening reception, to be held December 5, if that move cannot be accomplished earlier. We shall endeavor to have the reading rooms open for use on Monday, December 10.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. During the first quarter preparations continued to be made for the move into the new quarters. The four reference librarians in the Rare Book and Manuscript Library have begun rotation in the two reading rooms to prepare for assignment to the Reference Center. Training of the two new reference librarians in service aspects of their work was satisfactorily completed. A number of projects have also been completed during the quarter, one of which was to place spine

labels on a substantial portion of the Manuscript Catalog Collection; this project not only improved the appearance of the collection, but also improved the legibility of the call numbers. A number of shifts of collections were made during the summer months; some, such as the shift of the American Institute of Graphic Arts Collection and the American Association of University Press Collection, were made to provide greater accessibility to frequently used materials which we will want to have in place when the new quarters open.

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Office Correspondence of the Herbert H. Lehman Papers have been refoldered, renumbered, and new cards typed. The United Nations Relief and Rehabilitation Administration Reports and the American Commission for the Protection and Salvage of Artistic Historic Monuments in Europe series have also been completely reprocessed. Lehman films, tapes and records have been refoldered or reboxed, relabeled, and new cards typed, but some cleaning of disks remains to be done. The political files, the printed materials, and the Council on Foreign Relations files of the Frank Altschul Papers have been completely processed and the other organizational files are now being processed by the student assistant hired for that purpose. Other projects under way include photocopying on acid-free paper the badly deteriorated clipping books of James McDonald and processing the Lehman Robo files.--John C. Aubry, Curator.

Rare Book and Manuscript Library
Quarterly Report - October-December 1984

Introduction. The major event of the second quarter was the opening of the new Rare Book and Manuscript Library quarters. After a planning period that began in the spring of 1980 and a construction project that commenced with the demolition of portions of the sixth and seventh floors of Butler Library in September 1983, the new quarters were open for library patrons on Monday morning, December 10. A dedication dinner, hosted by President Sovern and attended by major donors, was held on Tuesday evening, December 4, in the new Library; approximately 80 guests attended the black tie dinner, at which the President, University Librarian Pat Battin, Chairman of the Friends Gordon Ray and the Rare Book and Manuscript Librarian spoke. The following afternoon, December 5, from 5 to 7 p.m., a reception was hosted by the University Librarian and the Friends at which Executive Vice President Norman Mintz spoke to the nearly 400 guests, among which were Friends, donors, University administration, library staff and other invited guests. The remarks of all the participants will be published in the February 1985 issue of Columbia Library Columns.

The entire quarter was, in one way or another, taken up with the move into the new quarters, an endeavor that will continue for the next several months into the new year. Because of construction delays, the time allotted for the move was shortened from eight weeks to little more than five days before the dedication dinner. A priority list was drawn up of essential moves that had to be completed before the dinner, and all members of the professional staff of the Library, many of the general assistants, and volunteers from other units of the Libraries worked evenings and throughout the previous weekend so that the reading room furniture, reference book collections, exhibitions, and Donors Room furnishings were in place. Selected furniture was moved into the offices, but that area remained largely unfurnished until the week following the December 10 opening for readers. The remainder of the week after the reception was devoted to moving the card catalogs, setting up the reference desks, and arranging the office areas.

Numerous moves in the stack areas and the work room still remain to be made. All of these are awaiting the completion of the painting of rooms 653-656 and the removal of the construction equipment and supplies that are presently stored in these areas. It is hoped that by early January we will be able to continue the work of organizing these spaces for the support staff and the general assistants. Assistant Librarian Rudolph Ellenbogen has planned the areas to be used for the RLIN terminal, book plating and book repair, photocopying, and manuscript processing, and he has also

surveyed and prepared the furniture required for these operations. Work has also begun on arranging the east annex for the shelving and reader use of the Papyrus and Epigraphy Collection.

The stock of one thousand copies of The Rare Book and Manuscript Library of Columbia University: Collections and Treasures was delivered from Harbor Press shortly before the opening; copies were therefore available for display and sale at the reception. Twenty-five copies were specially bound in full grey linen with a red leather label lettered in silver for presentation to the major donors at the dedication dinner. Bibliographical journals were notified of the publication, and review copies were sent to the major journals in the field. Articles on the opening of the Library were published in The New York Daily News and The New York Times, and University publications covered the events in detail and with numerous illustrations.

Due largely to the opening of the new Library, there was a marked increase in gifts during the final quarter. The 59 separate donations received, comprising 729 books and 43,291 manuscripts, totaled $312,515.38, the largest amount ever recorded during a single quarter. The total value of gifts received during the first six months of the fiscal year reached another record, $511,608.33. Notable among the gifts received were: the classical library of Professor Gilbert Highet donated by his widow; the Truman Capote Collection presented by Caroline Schimmel; additions to the Scottish Collection donated by Professor Coleman O. Parsons; and individual books, manuscripts, and drawings from George Jaffin, Peter and Evelyn Kraus, and Andrew B. Myers. Among the most unusual gifts received during the quarter was the specially bound copy of The Rare Book and Manuscript Library of Columbia University: Collections and Treasures, bound in full leather, elaborately gilt, designed and made by Mark Tomsett of the European Book-Binding Co, and presented in honor of the opening of the Library; guests attending the dedication dinner on December 4 signed the volume as a permanent record of the event.

The AMC recon Project funded by NEH and the Pew Memorial Trust, to input the 900 collections that comprise the Bakhmeteff Archive, was scheduled to begin in mid-November. However, because the RLIN terminal has not yet been installed, we have not been able to input collection information according to the schedule that RLIN has distributed. Twelve collections have been inputed (using the terminal in Serials Cataloging for three hours per week), one-third of the bench mark for the quarter, and we have hired all the necessary staff; therefore, we anticipate that once the terminal is installed we will be able to make up much of the time lost during the past quarter.-- Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. The time and energies of the staff of the Rare Book Department during the fall of 1984 were spent mainly on activities related to the new rare book and manuscript quarters. By December 3, all printed manuscript catalogs were shifted into place; reference books were also shifted to new locations, some temporary. A project to renumber and remark these with new shelf location numbers will begin as soon as Room 654 is finished being painted. The card catalogs in the Reference Center were completely shifted by December 11, one day after opening. Members of the staff of the Rare Book Department also assisted in moving office equipment and supplies. Also moved was the Papyrus and Epigraphy Collection, which is now in the new Papyrus and Epigraphy area in stack 12. The opening of the Reference Center on December 10 required many changes in routines: the combined rare book and manuscript reference service, anticipated over the past year, has begun; new schedules have been implemented; microfilm service for readers has begun; and there has also been changes in readers' service activities---paging, circulation, and photocopying procedures have all changed. Short briefings at the beginning of each day with the reference staff have helped smooth the transition which has gone quite well. Other activities of the department during the quarter include completion of a proposal for the microfilming of the Kilroe scrapbooks as a part of the New York State Preservation Grant and bibliographic work on the Frances Henne gift and House of Books bequest. In addition, floor plans for the arrangement of the work area in 654 have been drawn and plans have been made for moving into this area when painting is completed; this work area will include manuscript and book processing areas, a photocopy center, a preservation area, an RLIN inputting area, shelflists, storage areas, etc.--Rudolph Ellenbogen, Assistant Librarian, Rare Books.

Manuscript Department. The second quarter saw the accummulation of nearly 40 manuscript processing projects, 15 of which were new collections, 10 of which were additions to existing collections, and 15 of which were old collections in various stages of refinement of organization and preparation of revised bibliographical finding aids. Although a majority of these projects were being worked on, they are still in process and it is hoped that most of them will be completed by the end of the upcoming quarter. The more pressing concerns of the past quarter which superceded normal processing routines consisted of preparation for, and actual moving into, the new library in December, and it was this activity which consumed a great deal of the time, effort and enthusiasm of the department's staff. The shifting of the manuscript collections that began last quarter continued until the move suspended that activity, but we were able to spread out the alphabetical sequence from A though F permitting us growth space to add new

collections which will fit between those letters of the alphabet. A side effect of the shift has been the removal of oversized folders and containers from the regular size shelving to map case drawers or to oversize boxes. As soon as the final move into Room 654 can be accomplished, a new processing area will be set up in the west annex on stack 12 allowing us to centralize manuscript processing in one area that is convenient to the Manuscript Reading Room, the Reference Center and the Department offices. With the move completed, we will be able to return to our normal daily routine of arranging, cataloging and describing manuscript collections.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. During the last three months, the project to input holdings of the Bakhmeteff Archive into the RLIN AMC system continued with the Curator tagging and coding a number of records and actually inputting twelve before the year was over. Terminal time was limited to three hours a week, and sometimes even less, as the Rare Book and Manuscript Library's terminal has not yet been installed, and time had to be scheduled on the Serials Cataloging Department's terminal. Charles Jonsons, the full time assistant for the project, joined the staff on December 20 and began training in use of the RLIN system. The processing of new additions to the Archive continued with the sorting of the Alexander Bacherac Correspondence with Russian emigre literary figures and a preliminary inventory of the Georgii Golokhvastov Collection which consists of the author's correspondence, manuscripts, poems, and research notes. Books by and about Boris Bakhmeteff were added to the Bakhmeteff Papers, and during the next few months this large and important collection will be prepared for scholarly use on December 1, 1985, when restrictions are removed and it becomes open for the first time. During November and December general assistant and curatorial time and effort was expended in moving into the new library. The Archive now has a spacious office which can be used for the processing of collections and which provides a place where donors and readers can comfortably meet with the Curator.--Ellen Scaruffi, Curator.

Columbiana Library. The librarian has supervised the shifting of 20 shelves of volumes as many of the volumes were shelved too tightly. After completion of the scraping, plastering and repainting of the walls and ceilings damaged by flooding during the summer, the Reading Room and the King's College Room had become quite dusty and tarnished-looking; the glass and display cases were thoroughly cleaned. We continued to assist researchers working on assignments for University and scholarly publications. With the beginning of the new fall term, the librarian gave orientation presentations to both student groups and visitors. For the second year entire clases of

students were given assignments to write research papers on topics relating to the history of the University. The librarian has happily devoted a great deal of individual reference assistance to these undergraduates who are eager for suggestions, sources, and advice. For the coming quarter the librarian hopes to continue the project of shelf revision and further refinement of the filing system.--Paul R. Palmer, Curator.

Lehman Suite and Papers. The major project of the quarter has been the reorganization of the memorabilia in the Suite. All of the coins, medals, medalions, plaques, testimonials, certificates, and ceremonial objects have been located and the locations have been added to the cards; the cards have been organized by type and arranged by awarding organization. Among the objects found were a perpetual motion clock and Stonewall Jackson's spur. Other projects recently completed include the processing of the organizational files in the Frank Altschul Papers, the removal and refoldering of legal size materials from the Poletti and Baerwald Collections, and the photocopying of the James McDonald clipping books. The last of the silver objects sent out to be cleaned and repaired, a desk lamp, has now been finished. Charles Jonsons has left the GA position in the Suite to become the assistant on the AMC Bakhmeteff recon project. --John C. Aubry, Curator.

Rare Book and Manuscript Library

Quarterly Report - January-March 1985

Introduction. During the past three months, the first full quarter in the new Library, considerable time was spent by the senior professional staff in contacts and negotiations with Facilities Management personnel, the Libraries' Facilities Coordinator, and representatives of contractors, relating to the completion of various construction projects; although progress was made on several projects, such as painting the oak staircase, refining the HVAC system, and solving specific lighting problems, there still remains a considerable amount of unfinished work pertaining to the completion of the security system, installation of hardware for the major external doors, the painting and furnishing of room 655, the electrical controls for the Sol-R Veil shades, among numerous other less major items. Facilities Coordinator Stuart Fisher has accepted responsibility for contacting Facilities Management personnel in the future in regard to the remaining unfinished work, and his assistance will be of great help in completing most of the projects noted above in the next quarter.

Major contributions from Mrs. George D. Woods ($100,000) and Mrs. Iphigene Sulzberger ($25,000) brought the total amount in the Woods Fund to $400,000, the goal that was set several years ago for the construction of the George D. Woods Manuscript Reading Room. Effort will now be devoted to developing an endowment for the Room's maintenance. An annual contribution of $10,000 was received from Dr. Corliss Lamont for the maintenance of the Lamont Rare Book Reading Room. Finally, $2,750 was received from three donors, Mrs. Iola Haverstick, Mrs. Elizabeth Cain, and Mr. and Mrs. Richard Logsdon, designated for the purchase of an Oriental rug for the Donors Room; we intend to select an appropriate Oriental rug during the summer period.

Gifts in kind have continued at a high level. During

the three-month period 48 individual contributions were recorded, comprising 560 volumes and 40,924 manuscript items. The total value of the quarter's gifts in kind was $140,770, which brought the nine month total to $652,378. Among the outstanding gifts during the quarter were: the first installment of the George Antheil Papers, presented by the composer's son Peter Antheil; a virtually complete file of books illustrated by Lynd Ward, donated by Dan Burne Jones; a group of first editions of English literature presented by Gordon N. Ray, including a fine copy of Coleridge's Poems; additions to the Paul R. Reynolds Papers, a gift of the firm; and a succession of gifts from Carol Rothkopf of inscribed photographs and first editions, and files of letters and manuscripts relating to the House of Books.

Under the terms of Marguerite Cohn's bequest, the Library is allowed to dispose of duplicates from the House of Books collection, and to use the proceeds to purchase books and manuscripts in the firm's field of interest, contemporary English and American literature. Having segregated all unwanted duplicates early in the quarter, we made arrangements with Swann Galleries to sell by auction all suitable items; the sale will be held on May 2 and the proceeds will be place into the Cohn endowed fund.

During the quarter the schedule of major exhibitions extending through the winter of 1987 was planned. The exhibition, "A Publisher Collects: The Library of Bennett Cerf," opened with a reception for the Friends of the Libraries on March 7; approximately 200 guests attended, and the exhibition received wide coverage in the New York press. Also, future issues of Columbia Library Columns were planned through the February 1986 issue; the November 1985 issue will be devoted to articles about the House of Books, and the February 1986 issue to mystery writers represented in the Library's collections.

The Friends Council met on March 7 in the Donors Room,

preceding the exhibition reception. At the meeting Gordon N. Ray and Elizabeth Cain were elected to serve two-year terms as chairman and vice chairman, respectively. The following were nominated to serve on the Council as members of the Class of 1988: Elizabeth Cain, John F. Fleming, Franklin H. Kissner, Iola Haverstick, Pearl London, George Lowry, and Carl Woodring. Pearl London and George Lowry are the new Council members. Plans were also made during the quarter for the annual Bancroft Awards Dinner, sponsored by the Friends, to be held on Thursday evening, April 4.

Because of a delay in terminal installation, time was lost at the beginning of the Bakhmeteff Archive grant project to input collection information into the Archives and Manuscripts Control Syustem, but this delay has been more than made up during the last three months; as of March 31, 438 collections have been input, out benchmark of 315 collections having been substantially exceeded. The non-professional project staff is now stable and well-trained; plans for the staff during the summer are being made at present, so the outlook for completion of the project on time is very positive.

Areas which need further planning and attention during the final quarter of the fiscal year include: completion of all unfinished projects relating to construction; continued processing of individual manuscripts and collections that are part of the backlog that accumulated during the construction year; final shifting of book collections necessitated by the construction; and interviewing of candidates for the position of Reference Librarian/ Bibliographer in the Rare Book Department and selection of the replacement for the vacancy created by the resignation of Alison Scott.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts

Rare Book Department. During the last quarter, painting in room 654 was completed, and the room was set up for processing rare

books and mnauscripts. Shelflists and the major auxiliary files were transferred to the south wall of the room, and the Incunabula Catalog Collection and oversize manuscript catalogs were moved to the north wall of the balcony. The Papyrus and Epigraphy area was carpeted, necessitating removal and replacement of one-third of the book collection. Reference porcedures continue to be tested and refined, and plans are being made for shifting reference books to accord more closely with patterns of use. Preparation of preliminary bibliographic records has moved fowarded at a rapid pace. Two large collections both having ca. 2,200 items, the books and broadsides of the House of Books bequest and the Henne Collection including children's literature and literary works, were completed during the quarter. Also completed were the Kenneth Rapoport gift of illustrated books and the Phyllis Marquart gift of editions of Little Black Sambo. With the help of Professor William Harris and several of his students, the specimens in the Epigraphical Collection were identified and numbered according to an existing catalog.

Work is anticipated on the following projects for the coming quarter: completion and installation of the exhibit "Poster and Book," including the matting of approximately thirty posters; work on the House of Books exhibit and preliminary work on the Baron Corvo exhibit; elimination of the art collection cataloging and photographic negative cataloging backlogs; elimination of catalog editing and maintenance backlogs; preparation of preliminary bibliographic records for the Martyr Worthy Collection of Corvo's works; processing of the American Insitute of Graphic Arts gift; arranging of the epigraphical stones in preparation for the photographing of the stones; shifting of supplementary card catalogs to prepare the West Annex as a processing area; and shifting and vacuuming of Masters's essays.--Rudolph Ellenbogen, Assistant Librarian, Rare Books

Manuscript Department. By the end of January, 1985, Facilities

Management had, after much delay, repainted and refurbished Room 654, the processing room, so that the Department's processing and photocopy operations could finally be moved in. During February most of the furniture, equipment and other supplies temporarily stored in the West Annex of Stack 12 were moved out and a staging area for reshelving manuscripts and a storage area for the reception of new manuscript collections were set up. This summer after the remaining ranges assigned to the Department in the West Annex are emptied of rare book collections, there should be enough new space available for the storage, unpacking and sorting of new collections. This new arrangement will place the Department's technical services immediately adjacent to the processing and reading rooms for the first time since 1971, centralizing the Department's activities and thus allowing for more effective supervision of staff and more efficient use of space. One last link between the Reading Room and the work areas remains to be completed: the installation of a buzzer system at the desk attendant's desk so that a page may be summoned from the processing room when readers submit requests.

As the physical arrangements for the Department took shape during the quarter more staff time became available for processing manuscript collections. Among the collections received last fall, for instance, the House of Books Papers are fully cataloged and arranged and the firm's business records are ready for foldering and labeling in the coming quarter. Also a very large addition to the Paul R. Reynolds Papers and a more modest addition to the James G. Phelps Stokes Papers were completed. Of the 17 new accessions received since January, 7 have been processed, 3 are in process and the remaining 7 will be completed during the 4th quarter. The new George Borchardt literary agency archives which arrived during the quarter are now in process and the 33 transfiles received from the Curtis Brown Ltd. agency will be processed next quarter.--Bernard R. Crystal, Assistant Librarian, Manuscripts.

Bakhmeteff Archive. Archive activity during the last quarter

concentrated on the input of the Archive's holdings into the RLIN AMC System. The Rare Book and Manuscript Library's terminal was installed at the end of January, and by March 31 a total of 438 records had been entered. Because the Curator was on leave from February 22 through the end of March, and because there were no Archive GA/BAs on the staff (other than those employed on the RLIN project grant), no new processing projects were begun. Through the assistance of Professor Lazar Fleishman, 38 heretofore uncataloged letters from various collections were identified as to their proper authors, among them, T. Tolstoya (Leo Tolstoty's daughter) and D. A. Shakhovskoy (Archbishop of San Francisco). Several new gifts arrived at the Archive and await processing during the next quarter. These include a 1939 samizdat compilation of the poetry of N. S. Gumilev, additions to the Prince Paul of Yugoslavia Papers consisting of correspondence with Professor J. B. Hoptner, and additions to the papers of publisher Abram S. Kagan including the manuscript of Kagan's autobiography and correspondence with author Nadeshad Teffi.--Ellen Scaruffi, Curator.

Columbiana. The librarian has been reviewing the condition of binding in the collection, and has been taking care of those items that seemed most in need of prompt action; this work will continue as in many cases volumes and sets have been neglected for many decades. The librarian has also overseen the dusting and cleaning of shelves, books, and memorabilia. During the winter months there were difficulties in regulating the heating of the Library, the temperature of the main rooms varying from a low of 40 degrees to a high in the upper 80s; we were in constant contact with Maintenance Control and valves and other equipment were changed several times during the period. In the last weeks of the current quarter the librarian noticed silver fish in the basement storage room and requested that the room be thoroughly cleaned and fumigated. During the last week of March before these custodial services were attended to, a water pipe in the rowing tank room, adjacent to the area, somehow got disconnected

and flooded the storage room doing considerable water damage; fortunately, with the exception of some photographs and framed objects, most of the damaged materials were duplicates. Invaluable aid was given to us by the Preservation Department and the School of Library Service Preservation Laboratory in salvaging as much as possible. Water had never been seen before in this storage room and it is hoped that during the next quarter replacement space can be found that is secure and has proper climate control.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. A major project completed during the third quarter was the reprocessing of part of the Charles Poletti Papers. New York World's Fair of 1962 photographs were removed from scrapbooks, refoldered, and interfiled into the main series of photographs, miscellaneous materials have been interfiled into the main series, and a revised register and new catalog cards reflect these and other changes. Some materials from the Lehman Special Correspondence Files and from scrapbooks have been placed in the Special Subject File, and the Senate Miscellaneous Files and Senate Research Files have been integrated into the Senate Subject Files. Each series has been refoldered and new catalog cards have been typed. Updating the cross-indexes remains to be done. Miscellaneous pamphlets by James G. McDonald have been foldered and added to that collection as a new series.

Plans for the next quarter include searching the Organizational Files of the Frank Altschul Papers for correspondents to be cataloged and refoldering part of the General Correspondence of the Lehman Papers. A major project just started is a complete revision of the Guide to the H.H. Lehman Suite and Papers which will reflect changes in the organization of the collections and access to them.--John C. Aubry, Curator

Rare Book and Manuscript Library

Quarterly Report, April - June 1985
and Summary for 1984 - 1985

Introduction. The new Library opened to the public on December 10, 1984, and by the end of the fiscal year we had completed nearly a seven-month period of adjustment to the new quarters, which consisted primarily of the moves of the offices and reading rooms, the establishment of the combined reference center for books and manuscripts, the opening of two major exhibitions and five smaller collection exhibits, the organization of the work room for processing and computer activities, and the hosting of a fairly constant stream of visitors, ranging from a trio of Boston architects to the Vice Chairman of the Chinese Writers' Association, who came to view the new glass-enclosed and pastel rooms. This initial seven month adjustment, although not without its frustrations, has been a success from all points of view, but particularly from that of our readers, our staff, and our donors, all of whom have found the Library most congenial to their special interests.

Gifts in kind for 1984/1985 totaled $1,012,071.23 in appraised and estimated value. This marks the first year in the Library's history that annual gifts have exceeded one million dollars. Slightly more than half the total, $511,768.33, represented gifts in kind from individual Friends of the Libraries. The landmark value of this year's gifts, a 100 percent increase over the previous year, perhaps reflects the enthusiasm and regard that donors have felt for the new Library and its more visible exhibition program and its improved service to researchers and scholars. During the final quarter of 1984/1985 there were 44 separate donations comprising 2,784 volumes and 340,015 manuscript items, the latter being a record for a three-month period; the value of gifts for the period stood at $359,693, of which $119,078 represented gifts from Friends. For the entire year 220 separate donations were recorded; these comprised 8,674 volumes and 458,257 manuscript items. These figures do not include gifts to the Bakhmeteff Archive, Columbiana Library, or Lehman Papers.

The final quarter has been a period of extraordinary acquisitions activity. Foremost among the gifts was the library of Frederic Dannay, co-author and co-creator of the Ellery Queen books, presented by his sons Richard and Douglas Dannay; the 2,564 titles (in 2,681 volumes), primarily in the field of detective literature, enhance with considerable distinction our holdings of first and rare editions in this genre. Received and processed were eight major collections of papers -- those of the biochemist and Columbia professor David Nachmansohn, the collector and publisher George Arthur Plimpton, the diplomat Francis T. P. Plimpton, the literary agent Georges Borchardt, the James Joyce authority Nathan Halper, the biographer William A. Swanberg, the Nuremberg Trials lawyer Peter H. Miller, and the composer Jerome Moross. In addition, Mr. and Mrs. Sam Schaefler donated a collection of 10,000 bookplates, ranging from the sixteenth through the twentieth centuries; and Thomas L. Chrystie presented a group of six oil portraits of family ancestors, all of whom had connections with the University during the late

eighteenth and nineteenth centuries. Several important gifts, made to previously established collections, were received from Estelle Brodman, Paul O. Kristeller, Judge Stanley Fuld, Curtis Brown Associates, and Carol Z. Rothkopf.

Although it was planned that various uncompleted projects relating to construction were to be attended to during the final quarter, it must be reported that very little progress was made because of several contract disputes and the assignment of inadequate Facilities Management personnel to this work. On June 14 the Librarian met with the Director of Planning and Project Management and the Libraries' Facilities Coordinator, and on June 19 with the architect and the Project Manager, to review the eighteen major uncompleted projects or those which were in need of repair. These included: completion of the HVAC system and installation of diffusers in the Rare Book Reading Room; completion of work on the Sol-R Veil shades; re-installation of virtually all signs; repair of the frames of the circular windows; repair of the lift and the installation of a stabilizing channel post; repair of the panic bar at the west door; completion of the delivery room and the entrance to the west corridor; installation of the buzzer system for the Manuscript Reading Room desk; application of an epoxy coating on the ramp at the bottom of the lift area; and the completion of the security system and the activation of the Locknetic doors. At the end of the quarter work began on the Sol-R Veil shades, and the circular windows were repaired. Room 655 was painted and the floors were washed and waxed, but the quality of the work was sub-standard and we requested that the damaged areas be repainted; when this work is completed we plan to furnish the room with a seminar table and chairs, and with other pieces of furniture relating to the collections, and begin using this facility for occasional meetings of students and visitors requiring group use of rare manuscript and book materials, as well as for department and other library meetings.

Planning of exhibitions for 1985-1986 proceeded during the quarter. Selection of literary posters and related first editions, matting of the posters, and drafts of the texts for the labels were completed for the exhibition, "Poster and Book," which will be installed early in July and remain on view until the end of November. Preliminary selection of first editions, association books, inscribed photographs, and memorabilia was made for the exhibition, "The House of Books that Marguerite and Louis Cohn Built," scheduled to open with a Friends reception on December 5; and planning is proceeding for the Baron Corvo, Frederick Rolfe, exhibition which will open on March 6, 1986. In addition to these major shows, there will also be a small exhibition of Otto Rank manuscripts in conjunction with the Rank Conference, sponsored by the English Department, to be held at the University on October 11-12; and we are planning for the annual installations of representative treasures from the permanent collections which are exhibited in the west corridor.

The annual Bancroft Awards dinner, sponsored by the Friends, was held on Thursday evening, April 4, attended by nearly three hundred guests. The week following the dinner marked the start of the annual dues appeal, the response to which has been encouraging. Friends events for 1985-1986 have been scheduled as follows: Fall exhibition opening and reception, December 5; Winter exhibition opening and reception, March 6, 1986; and Bancroft Awards dinner, April 3, 1986. Planning for the year's issues of Columbia Library Columns continues; the November issue will be devoted to the House of Books and will feature articles by Carol Z. Rothkopf and J. Howard Woolmer; the February 1986 issue will contain a series of articles on the Library's holdings of mystery and crime fiction, specifically the writings of Arthur Conan Doyle, Ellery Queen, and Cornell Woolrich; and the May 1986 issue, in the early planning stage, will publish various articles relating to the Library's collections.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. Activities in the department during April through June centered on completion of the projects necessitated by the major event of the past year: the opening of the new Library quarters. During this period: reference books were shifted to accord more closely with use, supplementary card catalogs were moved and rearranged, Master's Essays were shifted and vacuumed, and dummies were made for books in the Donors Room; these projects have now been completed. Other projects completed included: the hiring of a student from the Classics Department to arrange the epigraphical specimens; processing of the American Institute of Graphic Arts Books; sorting and arranging the Ellery Queen collection; searching and preparing preliminary bibliographic records for the Lynd Ward collection and the Martyr Worthy collection of Corvo's works; and eliminating the microfilm cataloging backlog.

Members of the department have also worked on projects which will continue into the next quarter or will begin a number of new activities, including projects: to eliminate the backlog of uncataloged ephemera; to reduce rare book processing backlogs; to shift (for expansion) the rare book collection; to change call numbers of reference books to indicate new locations; to type preliminary bibliographical records for the Truman Capote collection; to search portions of the Queen collection, and, if time permits, to begin preparing preliminary bibliographical records for this collection. The department will also continue to work closely with OMC on a project to eliminate the backlog of uncataloged current vault books.

For the year, the following information should be noted: There were 2,839 reader visits; 8,775 items including 784 manuscripts and 1,140 oral histories were circulated. In the area of bibliographic control, the arrearages increasd by 2,170 to 55,098 volumes. Received by the department were a total of 8,679 volumes by gift (including those from Gifts and Exchange), ca. 155 volumes transferred from other departments, 117 volumes

purchased on departmental funds, and 68 volumes purchased on other funds. Of the 9,019 volumes received in the department during the year (or from volumes already in the department), 2,237 monographs were cataloged, 10 serials were added, 92 volumes were added locally, 1,262 duplicates were deaccessioned, 2,891 volumes were sent to Gifts and Exchange or other departments, and 357 volumes were put into collections not to be cataloged. 5,970 preliminary bibliographical records were typed in the department.

Preservation activities this year included the deacidification of the William Samuel Johnson letter to Samuel Johnson, the cleaning and restoration of brass instruments in the D.E. Smith collection, and the restoration of oil portraits of Sir Walter Scott and Samuel Butler by Gilbert Stuart Newton and James Maubert, respectively. The number of books sent to the fine binder (60) decreased to the second lowest level in ten years, and work by the Columbia University bindery (55 board portfolios and 2 repairs) decreased substantially. These statistics dramatically indicate the need for greater assistance to provide for the continuing preservation of our collections.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. By the end of the fourth quarter the Department's operations were entirely relocated to the 6th floor, with the last remaining collection on stack 14, Curtis Brown Ltd. Papers, unpacked and moved to stack 12 where all new acquisitions are now stored pending processing. Because of the lack of General Assistants until the middle of May when a new crop of summer hires joined the staff, processing of manuscript collections was slow during the first nine months of the year. The overcrowded manuscript card catalog trays were expanded to permit easier use. Several hundred oral history memoirs were returned from the micropublishers at one time necessitating a massive reshelving and rearranging of the storage area on stack 15. During the first two weeks of June two GAs unpacked and sorted the approximately 110,000 items in the 33 transfiles of the Curtis Brown addition, and the collection is now recorded in the gift records and in the process of being cataloged. After several years of intermittent work, the replacement of deteriorating folders in the Spanish Refugee Papers, including a complete index to folder headings, was accomplished. The seven collections in process at the end of the third quarter were completed, as well as seven new accessions received since April. The shifting of the manuscript collections of stack 14 to make additional room, abandoned last December during the move to the new quarters, was resumed in June and should be completed by September.

The Manuscript Reading Room circulated 3,179,964 manuscript items (including the Bakhmeteff Archive but excluding the Lehman Suite) during 1984/1985; there were 2,151 reader visits. 50,000 customer photocopy exposures were made (including the Bakhmeteff

Archive and the Lehman Suite). 294,497 manuscript items were processed during the year, of which 249,146 were processed in the Manuscript Department, 101 in the Bakhmeteff Archive, and 45,250 in the Lehman Suite. Of the total number of manuscripts processed, 6,281 individual letters, manuscripts, and documents were individually cataloged (Manuscript Department, 3,603; Bakhmeteff Archive, 28; Lehman Suite, 2,650). The low number of papers processed and cataloged in the Bakhmeteff Archive can be accounted for by the lack of a Curator during July and August and the leave of the new Curator at the end of February and during March, the move into the new Library, and the nine month RLIN AMC grant which began in December to code and input the nine hundred collections into the RLIN database. When the RLIN project is completed in September more attention will be devoted to processing all backlogs in the Archive.

During the entire year, 493,496 manuscript items were added to the Library's holdings (including the Bakhmeteff Archive and the Lehman Suite) by gift, purchase, and and transfer, bringing the total holdings as of June 30, 1985, to 22,645,556 manuscript items. The total number of separate and distinct collections has increased by 24, having grown during the year from 1,971 to 1,995 collections.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. Both individuals and institutions have expressed interest in the Archive during the last few months as shown by the large number of readers and the fact that the Curator was invited to talk about the Archive on two separate occasions: May 2, at the New York Public Library Slavonic Division; and June 28 at the Hoover Institution for War and Peace in Stanford, California. The topic, "The Past, Present and Future of the Bakhmeteff Archive," focused on the Archive's holdings and bibliographic access through RLIN. The RLIN AMC retrospective conversion project made considerable progress during the last three months; data on 432 collections was input, with the total for the first six months of the project standing at 882. The technical assistant working on the project resigned on May 31, but the GA/BA who had been assisting him was trained to input and the project continued without interruption. During the final three months of the project the Archive's remaining records will be input and catalog maintenance will be performed as needed.

Progress was made in cataloging the Alexander Bacherac correspondence which consists of approximately 2,500 items and is of great interest to scholars of Russian literature. A large portion of the Zernov Family Papers addition has been sorted and awaits processing and cataloging. New acquisitions include the letters of historian Boris Sapir to Leon Shapiro and additions of Solidarity materials to the Polish Dissident Press Collection. Improvements in the physical organization of Archive materials have been implemented: the Archive office description sheets have been consolidated with their registers, placed in new binders,

and relabeled; new labels have been made for the map cases housing oversized materials; and an extensive project to dust all archive boxes is well underway and should be finished by the end of summer. Mr. Roman Malanchuk of the Ukrainian Academy of Arts and Science is presentrly reorganizing the Academy's deposit collection of Volodymyr Vynnychenko Papers.--Ellen Scaruffi, Curator.

Columbiana Library. During the final quarter the Curator has assisted the staffs of the Development Office, Office of Public Information, Offices of the President and the Secretary, and numerous University publications by supplying them with facts, photographs, and publications. Tours and lectures, both formal and informal, pertaining to the collection and the King's College Room were an almost daily event, as were the numerous inquiries in person and by phone relating to the University, its faculty, administration, and alumni. While we are normally in the position of receiving gifts, this past quarter we donated a blue Wedgewood plate depicting Low Library for display in the Pentagon's Dwight D. Eisenhower Commemorative Corridor, where the country's 34th President and Columbia's thirteen President is being honored. During the past year notable gifts have been received from numerous donors, among them, Corliss Lamont, Cletus T. Palmer, Carl Woodring, and Robert E. and Amy Pollack; from the latter we have received a complete set of red and white Wedgewood commemorative plates of Columbia campus views, the first set of these plates in red received by Columbiana.

During the past year the Library suffered two floods. In June 1984 a burst water pipe on the third floor of Low damaged the ceiling and floors of the Library itself; this area was repaired during last summer and plans have been made to repaint the the entire Library this coming year. In early April a pipe leading to the rowing tank next to the basement storage room flooded that area, causing extensive damage to yearbooks, periodicals, prints, and photographs. Many of the printed items involved were duplicates, and what could not be salvaged was discarded; the School of Library Serivce Preservation Laboratory personnel assisted in a major way in conserving the rarer material. It is imperative that alternate space be found for the storage of Columbiana material to preserve these files of scarce and rare materials.

In the coming quarter the Curator is planning to continue weeding duplicate materials from the storage collection, and to continue efforts to complete sets of University publications. Arrangements are being made with Professor David Rosand and the Curator of Art Properties to lend six important oil paintings for the exhibition opening the Wallach Arts Center in Schermerhorn Hall late in the fall.--Paul R. Palmer, Curator.

Lehman Suite and Papers. During the fourth quarter the staff has continued the reprocessing of sections of the Herbert Lehman Papers. The files of Lehman's personal secretaries who handled

all correspondence concerning aid requests and charities have been reprocessed to follow the outline of the new guide to the Suite's holdings. The general correspondence for the years 1913-1926, 1929-1931, and 1932 have been reprocessed, as well as the articles by and about Herbert Lehman. The Senate recommendation files have been searched for notable correspondents to be added to the special files; among those found were John Foster Dulles, Dean Acheson, Eleanor Roosevelt, and many senators.

Over the past year the Frank Altschul organizational files have been reorganized and are now being searched for letters for the special files. Other major projects completed over the last year include a complete inventory and cataloging of the memorabilia, the drafting of an outline for a new guide to the collections in the Suite, reprocessing of part of the Charles Poletti Papers, reprocessing of audio-visual materials, and photocopying of the highly acidic clipping books of James McDonald.--John C. Aubry, Curator.

GIFTS

July 1984 -- June 1985

Month	# of Donations	Vols.	Mss.	Total Value	of which this is value of Friends Donations	
July	23	265	13,769	$127,598	$107,948	
August	16	150	2,748	$45,064.95	$37,360.	
September	8	11	11,458	$26,430	$25,500	
3 Month Totals	47	426	27,975	$199,092.95	$170,808	
October	24	4,103	36,249	$169,620	$151,745	
November	13	66	6,052	$38,997	$25,590.	
December	22	729	989	$109,498.38	$68,268.38	
3 Mo. Totals	59	4,904	43,291	$317,515.38	$253,643.38	
6 Mo. Totals	128	5,330	77,318	$511,608.33	$424,451.38	
January	12	482	775	$32,761	$19,002	
February	16	18	6,807	$67,098.90	$61,849.95	
March	20	60	33,342	$40,950	$6,465.	
3 Mo. Totals	48	560	40,924	$140,769.90	$87,316.95	
9 Mo. Totals	176	5,890	118,242	$652,378.23	$511,768.33	
April	20	98 11,000 Hdplnts	32,281	$71,584	$56,864	
May	4	3	37,501	$36,814	$39	
June	20	2,683	270,233	$251,295	$61,675	
3 Mo. Totals	44	2,784	340,015	$359,693	$119,078	
12 Mo. Totals	220	8,674	458,257	$1,012,071.23	$511,768.33	
BAR 12 mo. Totals	7	—	433	$1,350	—	

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Manuscript Department: By the end of the fourth quarter the Manuscript Department's operations ~~had been completely~~ were in trickier relocated on the 6th floor with the last remaining collection on Stack 14, Curtis Brown Ltd, unpacked and moved ~~down~~ to stack 12 where all new acquistions are now stored pending processing. ~~The~~ Processing ~~activities picked up during the last quarter as~~ was slow because of ~~predicted despite~~ the lack of General Assistants until the middle of May when a new crop of summer hires joined the staff. The overcrowded manuscript card catalog trays were expanded making it much easier to consult the cards that were formerly tightly packed. Several hundred oral history memoirs ~~which were out at the micropublisher~~ were returned from the micropublishers ~~at once~~ at one time necessistating a massive reshelving and rearranging ~~the~~ of the storage area on stack 15. During the first two weeks of June 2 GAs unpacked and sorted the approximately 110,000 items in the 33 transfiles of the Curtis Brown Ltd addition, and that collection is now in the process of being cataloged. ~~refoldered processed and refoldered in acid free folders~~ After several years of intermittent work, the replacement of ~~the~~ deteriorating folders in the

Spanish Refugee Papers, including a complete index to folder headings in this collection was was accomplished. The 7 collections in process at the end of the third quarter were completed as well as 7 new accessions received since April, The shifting of the manuscript collections on stack 14 to make room for additional boxes abandoned last December when all our energies were focussed on moving to the new quarters, was resurmed in June. 2nd by September the move should be over. ~~completed. After 6 months in our brand new reading room and renovated processing area,~~ the staff seems to have settled into our new routines and except for minor problems such as the uneven ~~smooth~~ flow of photocopy orders from customer ~~through the~~ to photocopy operator, it is as if ~~we~~ we never had anyother quarters.

2,740,209
378,364
3,118,573
61,389
3,179,964

During 1984/85 the Manuscript Reading Room circulated ~~2,740,209~~ [thru May 1985] manuscript items (including the Bakhmeteff Archive but excluding the Lehman Suite). ~~About the same as last year. The total number of~~ There were 2,151 [thru May 1985] reader visits (including the Bakhmeteff Archive but excluding the Lehman Suite). ~~also remained constant at with last year's figures of~~ . ~~Likewise approximately~~ 50,000 customer photocopy exposures were made (including the Bakhmeteff Archive and the Lehman Suite) ~~equalling last years total.~~ These figures remain at about the same level as last year.

RE to update with June subtotals.

Approximately 294,497 manuscript items were processed during the year (Manuscript Department, 249,146; Bakhmeteff Archive, 101; Lehman Suite, 45,250). Of the total number of manuscripts processed, 6,281 individual letters, manuscripts and documents were cataloged (Manuscript Department, 3,603; Bakhmeteff Archive, 28, Lehman Suite, 2,650) Please note that since the Bakhmeteff curatorship was vacant from January through August 1984, and since the new curator had to learn the operations, bibliographical apparatus and reference structure of the entire Rare Book and Manuscript Library, the new RLIN AMC program, and had to train and revise a temporary staff to do authority work, code and input all 900 Bakhmeteff collections into RLIN under an 9 month RLG grant, It is hoped that very few manuscripts were processed. after the RLIN project has been completed in September, more attention will be devoted to processing Bakhmeteff collections.

During 1984/85, 493,496 manuscript items were added to the Department's holdings (including the Bakhmeteff Archive and the Lehman Suite) by gift, purchase and transfer bringing the total holdings as of June 30, 1985, to 22,645,556 manuscript items. The total number of separate and distinct collections has increased by 24 from last years total of 1,971 to this years total of 1,995.

BR CRYSTAL

Quarterly Statistics and Summary, April- June, 1985 -- Hugh Wilburn:

P-slips prepared: 68

Orders typed: 28

Microfilm cataloging backlog eliminated; 1/3 of Art backlog cataloged; 2/3 of photographic negative backlog cataloged (220 cataloged, 96 remain to be cataloged). Exhibits planned through Winter 1986/87; 30 posters matted in preparation for Summer 1985 exhibit, Poster and Book; preliminary selection of books for House of Books exhibit.

Fiscal year 1984/85: Statistics and Exhibits:

Books acquired from funds other than departmental: B 53

Ms.Cat. 15

Exhibits:

Building on Butler (November 21, 1984-January 10, 1985)

Treasures of the Rare Book and Manuscript Library (December 6, 1984-February 28, 1985)

A Publisher Collects : The Library of Bennett Cerf (March 7 - June 28, 1985)

Rare Book and Manuscript Library
Quarterly Report - October-December 1984

Introduction. The major event of the second quarter was the opening of the new Rare Book and Manuscript Library quarters. After a planning period that began in the spring of 1980 and a construction project that commenced with the demolition of portions of the sixth and seventh floors of Butler Library in September 1983, the new quarters were open for library patrons on Monday morning, December 10. A dedication dinner, hosted by President Sovern and attended by major donors, was held on Tuesday evening, December 4, in the new Library; approximately 80 guests attended the black tie dinner, at which the President, University Librarian Pat Battin, Chairman of the Friends Gordon Ray and the Rare Book and Manuscript Librarian spoke. The following afternoon, December 5, from 5 to 7 p.m., a reception was hosted by the University Librarian and the Friends at which Executive Vice President Norman Mintz spoke to the nearly 400 guests, among which were Friends, donors, University administration, library staff and other invited guests. The remarks of all the participants will be published in the February 1985 issue of Columbia Library Columns.

The entire quarter was, in one way or another, taken up with the move into the new quarters, an endeavor that will continue for the next several months into the new year. Because of construction delays, the time allotted for the move was shortened from eight weeks to little more than five days before the dedication dinner. A priority list was drawn up of essential moves that had to be completed before the dinner, and all members of the professional staff of the Library, many of the general assistants, and volunteers from other units of the Libraries worked evenings and throughout the previous weekend so that the reading room furniture, reference book collections, exhibitions, and Donors Room furnishings were in place. Selected furniture was moved into the offices, but that area remained largely unfurnished until the week following the December 10 opening for readers. The remainder of the week after the reception was devoted to moving the card catalogs, setting up the reference desks, and arranging the office areas.

Numerous moves in the stack areas and the work room still remain to be made. All of these are awaiting the completion of the painting of rooms 653-656 and the removal of the construction equipment and supplies that are presently stored in these areas. It is hoped that by early January we will be able to continue the work of organizing these spaces for the support staff and the general assistants. Assistant Librarian Rudolph Ellenbogen has planned the areas to be used for the RLIN terminal, book plating and book repair, photocopying, and manuscript processing, and he has also

surveyed and prepared the furniture required for these operations. Work has also begun on arranging the east annex for the shelving and reader use of the Papyrus and Epigraphy Collection.

The stock of one thousand copies of The Rare Book and Manuscript Library of Columbia University: Collections and Treasures was delivered from Harbor Press shortly before the opening; copies were therefore available for display and sale at the reception. Twenty-five copies were specially bound in full grey linen with a red leather label lettered in silver for presentation to the major donors at the dedication dinner. Bibliographical journals were notified of the publication, and review copies were sent to the major journals in the field. Articles on the opening of the Library were published in The New York Daily News and The New York Times, and University publications covered the events in detail and with numerous illustrations.

Due largely to the opening of the new Library, there was a marked increase in gifts during the final quarter. The 59 separate donations received, comprising 729 books and 43,291 manuscripts, totaled $312,515.38, the largest amount ever recorded during a single quarter. The total value of gifts received during the first six months of the fiscal year reached another record, $511,608.33. Notable among the gifts received were: the classical library of Professor Gilbert Highet donated by his widow; the Truman Capote Collection presented by Caroline Schimmel; additions to the Scottish Collection donated by Professor Coleman O. Parsons; and individual books, manuscripts, and drawings from George Jaffin, Peter and Evelyn Kraus, and Andrew B. Myers. Among the most unusual gifts received during the quarter was the specially bound copy of The Rare Book and Manuscript Library of Columbia University: Collections and Treasures, bound in full leather, elaborately gilt, designed and made by Mark Tomsett of the European Book-Binding Co, and presented in honor of the opening of the Library; guests attending the dedication dinner on December 4 signed the volume as a permanent record of the event.

The AMC recon Project funded by NEH and the Pew Memorial Trust, to input the 900 collections that comprise the Bakhmeteff Archive, was scheduled to begin in mid-November. However, because the RLIN terminal has not yet been installed, we have not been able to input collection information according to the schedule that RLIN has distributed. Twelve collections have been inputed (using the terminal in Serials Cataloging for three hours per week), one-third of the bench mark for the quarter, and we have hired all the necessary staff; therefore, we anticipate that once the terminal is installed we will be able to make up much of the time lost during the past quarter.-- Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. The time and energies of the staff of the Rare Book Department during the fall of 1984 were spent mainly on activities related to the new rare book and manuscript quarters. By December 3, all printed manuscript catalogs were shifted into place; reference books were also shifted to new locations, some temporary. A project to renumber and remark these with new shelf location numbers will begin as soon as Room 654 is finished being painted. The card catalogs in the Reference Center were completely shifted by December 11, one day after opening. Members of the staff of the Rare Book Department also assisted in moving office equipment and supplies. Also moved was the Papyrus and Epigraphy Collection, which is now in the new Papyrus and Epigraphy area in stack 12. The opening of the Reference Center on December 10 required many changes in routines: the combined rare book and manuscript reference service, anticipated over the past year, has begun; new schedules have been implemented; microfilm service for readers has begun; and there has also been changes in readers' service activities---paging, circulation, and photocopying procedures have all changed. Short briefings at the beginning of each day with the reference staff have helped smooth the transition which has gone quite well. Other activities of the department during the quarter include completion of a proposal for the microfilming of the Kilroe scrapbooks as a part of the New York State Preservation Grant and bibliographic work on the Frances Henne gift and House of Books bequest. In addition, floor plans for the arrangement of the work area in 654 have been drawn and plans have been made for moving into this area when painting is completed; this work area will include manuscript and book processing areas, a photocopy center, a preservation area, an RLIN inputting area, shelflists, storage areas, etc.--Rudolph Ellenbogen, Assistant Librarian, Rare Books.

Manuscript Department. The second quarter saw the accummulation of nearly 40 manuscript processing projects, 15 of which were new collections, 10 of which were additions to existing collections, and 15 of which were old collections in various stages of refinement of organization and preparation of revised bibliographical finding aids. Although a majority of these projects were being worked on, they are still in process and it is hoped that most of them will be completed by the end of the upcoming quarter. The more pressing concerns of the past quarter which superceded normal processing routines consisted of preparation for, and actual moving into, the new library in December, and it was this activity which consumed a great deal of the time, effort and enthusiasm of the department's staff. The shifting of the manuscript collections that began last quarter continued until the move suspended that activity, but we were able to spread out the alphabetical sequence from A though F permitting us growth space to add new

collections which will fit between those letters of the alphabet. A side effect of the shift has been the removal of oversized folders and containers from the regular size shelving to map case drawers or to oversize boxes. As soon as the final move into Room 654 can be accomplished, a new processing area will be set up in the west annex on stack 12 allowing us to centralize manuscript processing in one area that is convenient to the Manuscript Reading Room, the Reference Center and the Department offices. With the move completed, we will be able to return to our normal daily routine of arranging, cataloging and describing manuscript collections.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

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Columbiana Library. The librarian has supervised the shifting of 20 shelves of volumes as many of the volumes were shelved too tightly. After completion of the scraping, plastering and repainting of the walls and ceilings damaged by flooding during the summer, the Reading Room and the King's College Room had become quite dusty and tarnished-looking; the glass and display cases were thoroughly cleaned. We continued to assist researchers working on assignments for University and scholarly publications. With the beginning of the new fall term, the librarian gave orientation presentations to both student groups and visitors. For the second year entire clases of

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Lehman Suite and Papers. The major project of the quarter has been the reorganization of the memorabilia in the Suite. All of the coins, medals, medalions, plaques, testimonials, certificates, and ceremonial objects have been located and the locations have been added to the cards; the cards have been organized by type and arranged by awarding organization. Among the objects found were a perpetual motion clock and Stonewall Jackson's spur. Other projects recently completed include the processing of the organizational files in the Frank Altschul Papers, the removal and refoldering of legal size materials from the Poletti and Baerwald Collections, and the photocopying of the James McDonald clipping books. The last of the silver objects sent out to be cleaned and repaired, a desk lamp, has now been finished. Charles Jonsons has left the GA position in the Suite to become the assistant on the AMC Bakhmeteff recon project. --John C. Aubry, Curator.

Rare Book and Manuscript Library
Quarterly Report - October-December 1984

Introduction. The major event of the second quarter was the opening of the new Rare Book and Manuscript Library quarters. After a planning period that began in the spring of 1980 and a construction project that commenced with the demolition of portions of the sixth and seventh floors of Butler Library in September 1983, the new quarters were open for library patrons on Monday morning, December 10. A dedication dinner, hosted by President Sovern and attended by major donors, was held on Tuesday evening, December 4, in the new Library; approximately 80 guests attended the black tie dinner, at which the President, University Librarian Pat Battin, Chairman of the Friends Gordon Ray and the Rare Book and Manuscript Librarian spoke. The following afternoon, December 5, from 5 to 7 p.m., a reception was hosted by the University Librarian and the Friends at which Executive Vice President Norman Mintz spoke to the nearly 400 guests, among which were Friends, donors, University administration, library staff and other invited guests. The remarks of all the participants will be published in the February 1985 issue of Columbia Library Columns.

The entire quarter was, in one way or another, taken up with the move into the new quarters, an endeavor that will continue for the next several months into the new year. Because of construction delays, the time allotted for the move was shortened from eight weeks to little more than five days before the dedication dinner. A priority list was drawn up of essential moves that had to be completed before the dinner, and all members of the professional staff of the Library, many of the general assistants, and volunteers from other units of the Libraries worked evenings and throughout the previous weekend so that the reading room furniture, reference book collections, exhibitions, and Donors Room furnishings were in place. Selected furniture was moved into the offices, but that area remained largely unfurnished until the week following the December 10 opening for readers. The remainder of the week after the reception was devoted to moving the card catalogs, setting up the reference desks, and arranging the office areas.

Numerous moves in the stack areas and the work room still remain to be made. All of these are awaiting the completion of the painting of rooms 653-656 and the removal of the construction equipment and supplies that are presently stored in these areas. It is hoped that by early January we will be able to continue the work of organizing these spaces for the support staff and the general assistants. Assistant Librarian Rudolph Ellenbogen has planned the areas to be used for the RLIN terminal, book plating and book repair, photocopying, and manuscript processing, and he has also

surveyed and prepared the furniture required for these operations. Work has also begun on arranging the east annex for the shelving and reader use of the Papyrus and Epigraphy Collection.

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COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date 1 November 1984

To Division Chiefs, Department Librarians, Heads of Distinctive Collections

Subject Annual Statistics, 1983/84

The final version of the Libraries' statistics for 1983/84 is attached.

Thanks for all your help.

Eleanor H. Tejirian

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending 30 June 1984

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.	5,377,006
Number of current serials, including periodicals received	61,165
Microfilms (reels)	153,948
Microtext (physical units, excluding microfilms	2,832,768
Total microform units	2,986,716

Processing

Volumes added to collections (gross)	113,319
Volumes withdrawn from collections	21,745
Volumes added to collections (net)	91,574
Periodical titles added (gross)	1,442
Other serial titles added (gross)	403
Serial and periodical titles discontinued	1,242
Volumes bound (commercial only)	51,806
Catalog cards produced	751,894

* Includes several professional positions other than librarians.

Staff (Budgeted Figures)

Number of professional staff FTE)*	132
Full time supporting & regular part-time supporting & supervisory staff (FTE)	284
Students & other hourly workers at FTE	134
TOTAL	550

Circulation

Loans to individuals	1,331,607
Loans to Columbia libraries	14,444
Loans to non-Columbia libraries, including affiliates	20,108
TOTAL CIRCULATION	1,366,159

Expenditures

Salaries and wages	$8,632,528
Fringe benefits	1,983,272
Books, journals, & materials	3,711,320
Binding (commercial only)	360,537
Other operating expenditures	1,769,278
TOTAL	$16,456,935

CIRCULATION
1983/84

DIVISION	CIRCULATION	RESERVE CIRCULATION	TOTAL
H&H			
Burgess	44,609	0	44,609
Butler Circulation	194,012	0	194,012
College	4,230	136,823	141,053
Library Service	7,571	18,004	25,575
MRR	0	23,756	23,756
Music	12,690	29,743	42,433
Paterno	1,961	955	2,916
Philosophy	3,431	658	4,089
Reference, Butler	0	11,074	11,074
TOTAL	268,504	221,013	489,517
Science			
Biology	2,298	13,269	15,567
Chemistry	3,923	4,965	8,888
Engineering	22,478	20,100	42,578
Geology	1,935	2,579	4,514
Geoscience	2,100	1,042	3,142
Math	10,043	5,619	15,662
Physics	4,756	5,287	10,043
Psychology	6,643	15,082	21,725
TOTAL	54,176	67,943	122,119
Social Science			
Business	26,896	74,106	101,002
Journalism	1,651	12,796	14,447
Lehman/Social Work	66,627	22,960	89,587
TOTAL	95,174	109,862	205,036
Distinctive Collections			
Avery	28,429	35,725	64,154
East Asian	26,681	24,761	51,442
Health Sciences	40,918	60,559	101.477
Law	19,053	11,257	30,310
Rare Books	n/a	n/a	n/a
TOTAL	115,081	132,302	247,383
GRAND TOTAL	532,935	531,120	1,064,055

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 198 TO JUNE 30, 198

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 198	Total Added	Total Withdrawn	Net Change	June 30, 198
Humanities and History Division					
Butler Library Central Stacks	1,489,852	19,575	4,025	15,550	1,505,402
Graphic Arts Collection	14,053	100	- 0 -	100	14,153
Instructional Library					
Burgess-Carpenter Library	150,815	7,530	2,546	4,984	155,799
College Library	53,758	34	1,411	(1,377)	52,381
Philosophy Library	13,530	130	2	128	13,658
Library Service Library	96,956	1,288	209	1,079	98,035
Music Library	54,369	785	157	628	54,997
Paterno Library	20,093	227	- 0 -	227	20,320
Reference Collection	39,361	1,452	277	1,175	40,536
Microform - Butler	- 0 -	59	- 0 -	59	59
TOTAL: HUMANITIES & HISTORY DIV.	1,932,787	31,180	8,627	22,553	1,955,340
Science and Engineering Division					
Biological Sciences Library	41,780	1,086	616	470	42,250
Chemistry Library	36,585	1,004	90	914	37,499
Engineering Library	176,267	3,207	107	3,100	179,367
Geology Library	81,299	1,263	19	1,244	82,543
Geoscience (Lamont) Library	21,632	587	- 0 -	587	22,219
Mathematics Library	26,133	771	109	662	26,795
Physics Library	24,579	927	150	777	25,356
Psychology Library	27,724	660	35	625	28,349
Science Library	71,195	315	2	313	71,598
TOTAL: SCIENCE & ENGINEERING DIV.	507,194	9,820	1,128	8,692	515,886
Social Science Division					
Business Library	337,231	4,107	366	3,741	340,972
Documents Service Center	49,060	16,299	5,415	10,884	59,944
Journalism Library	14,284	130	52	78	14,362
Lehman Library	198,912	8,588	229	8,359	207,271
Social Work Library	121,336	1,105	- 0 -	1,105	122,441
TOTAL: SOCIAL SCIENCE DIVISION	720,823	30,229	6,062	24,167	744,990
Distinctive Collections					
Avery Library	126,675	2,950	169	2,781	129,456
Fine Arts Library	75,519	1,553	103	1,450	76,969
Ware Library	8,372	162	- 0 -	162	8,534
East Asian Library	458,500	12,760	3,953	8,807	467,307
Health Sciences Library	381,955	7,459	526	6,933	388,888
Law and International Law Library	659,213*	13,005	1,177	11,828	671,041
Rare Book and Manuscript Library	391,754	3,144	- 0 -	3,144	394,898
Columbiana	22,640	1,057	- 0 -	1,057	23,697
TOTAL: DISTINCTIVE COLLECTIONS	2,124,628*	42,090	5,928	36,162	2,160,790
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,285,432*	113,319	21,745	91,574	5,377,006

* Revision of original 6/30/83 total.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 198 - JUNE 30, 198
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/83	Net Added	6/30/83	Net Added	6/30/83	Net Added	6/30/83	Net Added	6/30/83
Humanities & History Division										
Library Service Library*	3	642	199	3,042	- 0 -	- 0 -	- 0 -	- 0 -	202	3,684
Microform Reading Room **	2,531	96,738	16,149	193,209	- 0 -	59,776	801	317,870	19,481	667,593
Music Library	14	968	- 0 -	846	- 0 -	3,957	- 0 -	- 0 -	14	5,771
Paterno Library	87	87	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	87	87
TOTAL: HUMANITIES & HISTORY DIV.	2,635	98,435	16,348	197,097	- 0 -	63,733	801	317,070	19,784	677,185
Science and Engineering Division										
Biological Sciences Library	129	2,044	727	4,467	- 0 -	- 0 -	- 0 -	- 0 -	856	6,511
Chemistry Library	181	1,254	275	1,825	- 0 -	1,403	- 0 -	- 0 -	456	4,482
Engineering Library	370	7,166	61,039	1,077,850	- 0 -	- 0 -	- 0 -	- 0 -	61,409	1,085,016
Geology Library	-0-	40	42	525	- 0 -	14	- 0 -	- 0 -	42	579
Geoscience (Lamont) Library	3	538	3,093	11,265	- 0 -	5,153	- 0 -	- 0 -	3,096	16,956
Mathematics Library	2	166	23	153	- 0 -	- 0 -	- 0 -	- 0 -	25	319
Physics Library	825	855	- 0 -	62	- 0 -	316	- 0 -	- 0 -	825	1,234
Psychology Library	9	118	- 0 -	2,255	- 0 -	- 0 -	- 0 -	- 0 -	9	2,373
Science Library	366	477	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	366	477
TOTAL: SCIENCE & ENGINEERING DIV.	1,885	12,659	65,199	1,098,402	- 0 -	6,886	- 0 -	- 0 -	67,084	1,117,947
Social Science Division										
Business Library	238	4,156	17,909	370,554	- 0 -	43,122	- 0 -	- 0 -	18,147	417,832
Documents Service Center	28	1,119	60,460	288,990	- 0 -	- 0 -		185,140	60,488	485,249
Journalism Library	48	1,440	200	224	- 0 -	- 0 -	- 0 -	- 0 -	248	1,664
Lehman Library	507	15,314	(1,820)	80,004	- 0 -	1,235	- 0 -	- 0 -	(1,313)	96,553
Social Work Library	- 0 -	16	14	3,261	- 0 -	- 0 -	- 0 -	- 0 -	14	3,277
TOTAL: SOCIAL SCIENCE DIV.	821	22,045	76,763	743,033	- 0 -	44,357	- 0 -	- 0 -	77,584	1,004,575
Distinctive Collections										
Avery Library	218	718	7,381	8,928	- 0 -	- 0 -	- 0 -	- 0 -	7,599	9,646
Fine Arts Library	1	82	592	812	- 0 -	- 0 -	- 0 -	- 0 -	593	894
East Asian Library	261	9,652	- 0 -	4,935	- 0 -	- 0 -	- 0 -	- 0 -	261	14,587
Health Sciences Library	9	72	2,417	5,089	- 0 -	- 0 -	- 0 -	669	2,426	5,830
Law Library	291	9,430	9,609	65,518	- 0 -	17,000	32	33,299	9,932	125,247
Rare Book & Manuscript Lib.	23	704	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	23	704
Columbiana	- 0 -	151	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	151
TOTAL: DISTINCTIVE COLLECTIONS	803	20,809	19,999	85,282	- 0 -	17,000	32	33,968	20,834	157,059
TOTAL CHANGE IN SIZE OF COLLECTIONS:	6,144	153,948	178,309	2,123,814	- 0 -	131,976	833	546,978	185,286	2,956,716

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

Columbia University in the City of New York | New York, N.Y. 10027

HERBERT H. LEHMAN PAPERS

406 International Affairs Building

LEHMAN SUITE

ANNUAL REPORT 1984-85

Research activity in the Lehman Suite has been moderately heavy and very diverse. Scholars and graduate students have worked on topics as diverse as biographies of politicians such as Lyndon B. Johnson and Hubert H. Humphrey to studies of Herbert and Edith Lehman's Art Collection. Many researchers used the Suite's rich holdings of information on the State of Israel and on the holocaust. A major project started this year was a complete revision of the Guide to the H.H. Lehman Suite and Papers which will reflect changes in the organization of the collections and improve access to them.

During the past year several series of the Herbert H. Lehman Papers were reprocessed and cataloged including the UNNRA reports and the American Commission for the Protection and Salvage of Artistic Historic Monuments in Europe series. The Lehman Suite films, tapes, and records have been refoldered or reboxed, relabeled, and new cards typed. Some materials from the Lehman Special Correspondence Files and from scrapbooks have been placed in the Special Subject File, and the Senate Miscellaneous Files and Senate Research Files have been integrated into the Senate Subject Files. Each series has been refoldered and new catalog cards have been typed. The files of Lehman's personal secretaries who handled all correspondence concerning aid requests and charities have been reprocessed to follow the outline of the new guide to the Suite's holdings. The general correspondence for the years 1913-1926, 1929-1931, and 1932 have been reprocessed, as well as the articles by and about Herbert Lehman. The Senate recommendation files were searched for notable correspondents to be added to the special files; among those found were John Foster Dulles, Dean Acheson, Eleanor Roosevelt, and many senators.

A major project was the reorganization of the memorabilia in the Suite. All of the coins, medals, medalions, plaques, testimonials, certificates, and ceremonial objects have been located, the locations added to the cards; and the cards organized by type and arranged by awarding organization. Among the objects found were a perpetual motion clock and Stonewall Jackson's spur.

Considerable work has also been completed on the Frank Altschul Papers. The political files, the printed materials, the Council on Foreign Relations files and the other organizational files have been completely processed by the student assistant hired for that purpose with funds from a grant from the Overbrook Foundation.

Other projects completed include photocopying on acid-free paper the badly deteriorated clipping books of James McDonald; foldering and adding miscellaneous pamphlets by McDonald to that collection as a new series; the removal and refoldering of legal size materials from the Baerwald Collections; and the reprocessing of part of the Charles Poletti Papers including the New York World's Fair of 1962 photographs which were removed from scrapbooks, refoldered, and interfiled into the main series of photographs, and miscellaneous materials which were interfiled into the main series, the legal size materials were removed and refoldered. Revised register and new catalog cards reflect these and other change.

Regarding the physical condition of the suit, the last of the silver objects sent out to be cleaned and repaired, a desk lamp, has now been finished. Plans for next year include repair and repainting of the file room wall and refinishing the paneling in the conference room.

John C. Aubry
Curator